



Position Title:

FOCUS Center Director

Position Type:

Full time – Exempt

Organizational Management Reporting:

- Reports to the Executive Director of FOCUS North America
- Frequent collaboration with and accountability to the CFO and Development Director

Responsibilities:

- Provides overall management and strategic direction for all of the FOCUS programs in their location
- Assure that all programs are effective and efficient in meeting the needs of those served by FOCUS and in the furtherance of its mission to serve the poor
- Accountable for the financial sustainability of the local center which includes:
 - Direct and indirect support of all donor development activities
 - The development and implementation of an annual fundraising plan
 - Assistance with annual operating and capital budget preparation
- Provide direct oversight and support for the staff and volunteers who work with them
- Ensure that local staff and volunteers are provided with the necessary administrative and technical support to discharge their responsibilities in a satisfactory manner
- Oversee the recruitment and training of volunteers
- Maintain, or cause to be maintained, records on all activities conducted and services provided, including but not limited to statistical reports outlined by FOCUS Management and the local center Advisory Board
- Assure accurate and timely tracking and reporting of all activities which generate Gift-in-Kind revenue and expenses
- Work directly at programs sponsored by FOCUS to support volunteers and to meet and serve clients
- Ensure safe, secure facilities for delivery of services
- Maintain inventories of goods and supplies
- Proactively engage with community leaders, schools and others service providers in program service delivery
- Review and approve all center-based financial expenditures and ensure that operations are maintained within the approved budget
- Research and develop new funding opportunities
- Implement FOCUS NA policy decisions
- Expand programs and ministry as need arises and funding is present
- Conduct regularly scheduled meetings with the local Advisory Board
- Meet and communicate regularly with foundation Boards, donors and supporters to develop and maintain relationships

- Establish and maintain relationships with local Orthodox parishes, the nonprofit community, corporate and foundation Grantors, Benefactors and any relevant community development groups
- Speak to community groups, parishes, and the public at events sponsored by FOCUS
- Periodically visit and attend local nonprofit, community development/advocacy and/or networking meetings
- Periodically visit with local government and agency officials in the center's area of operations
- Perform other duties as required and/or assigned by FOCUS National Management

Candidate Profile:

Education and Experience:

- Minimum Bachelor's degree within a relevant field of study
- Minimum of three years of experience in the oversight of operations in a service-oriented organization, preferably in the provision of social services or community development work; five years preferred
- Familiarity with federal, state and local laws regarding the operation of not-for-profit organizations; homeless and domestic social service/entitlement programs preferred
- Direct supervision of staff and / or volunteers
- Responsible for an operating budget of at least \$100k per year
- Familiarity with the doctrines and traditions of the Orthodox Church
- Ability to read and understand financial and budget management reports
- Service and supply contract negotiations and management with vendors
- Donor development and / or interaction a plus
- Experience in the solicitation and management of grants a plus
- Experience working with Boards or Board committees a plus

Core Competencies:

- Computer proficiency with Microsoft Word and Excel or equivalent products
- Service minded
- Cultural and local area sensitivity
- Ability to understand and work with homeless, impoverished, and / or vulnerable communities and demographics
- Ability to build organizational relationships between FOCUS and Orthodox churches, communities, and leaders
- Ability to represent FOCUS to local government officials and donors both individual and corporate
- Capacity of critical, analytical thinking to innovatively resolve program and funding issues
- Foster a sense of teamwork among center offices and staff
- Demonstrated advanced communication skills (written and verbal)
- Advanced organizational skills
- Valid driver's license



Working Conditions

- Must resident in general proximity of service area
- Frequent local travel required
- Some interstate travel possibly required to speak on behalf of FOCUS/promote FOCUS activities
- Nominal but present security risk working with vulnerable communities
- Primary working environment is a combination of inside and outside of a facility typical of FOCUS operations
- Multi-lingual communities