



NORTH + AMERICA

FOCUS North America

600 North Bell Avenue
Building 1, Suite 115
Carnegie, PA 15106

Position: FOCUS Director of Operations and Community Engagement

FOCUS North America is a national movement of Orthodox Christians, united in faith and joined by a desire to provide action-oriented and sustainable solutions to poverty in communities across America. FOCUS has operations and youth volunteer experiences in more than 50 cities in the United States.

All of FOCUS North America's services are provided without discrimination of any kind. We do not require any faith commitment from anyone we help. We exist solely to transform the lives of the homeless and poor in America, moving them from dependency to self-sufficiency, by providing food, occupation, clothing, understanding and shelter.

Summary

The FOCUS Director of Operations and Community Engagement is responsible for:

1. Direct operational oversight of all FOCUS centers and programs and is the direct supervisor for all center and program Directors.
2. Directing FOCUS's community engagement efforts which may result in the growth of new centers as well as engaging and stewarding local parishes who understand, believe in, and want to participate in our mission.

Reporting directly to the Executive Director of FOCUS North America, the FOCUS Director of Operations and Community Engagement position is a full-time employment opportunity with benefits (vacation, health insurance, 401k). As a member of the senior leadership team, this position will also work closely with the Chief Financial Officer to develop budgets and reporting systems that will be used to evaluate the overall effectiveness of FOCUS programs.

Responsibilities

- Provide direct supervision for all center and program directors. Assist in the hiring and training of any new Center Directors.
- Oversee all levels of engagement with emerging FOCUS programs by supporting and supervising those who coordinate them and volunteers who work in them.



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- Lead in the development and implementation strategies for engagement/training respective of all demographics of an emerging community, including children, youth, young adults, married adults, single adults, senior adults, clergy, hierarchy, and parish leadership.
- Coordinate the reporting of statistical data and metrics that enable FOCUS to determine the effectiveness of each program as well as provide support for grant funding requests.
- Oversee relationships with bulk product vendors and establish/implement plans for integration into programs.
- Lead in the cultivation of relationships and training opportunities within Orthodox seminaries, including curriculum development and seminarian placement opportunities.
- Proactively engage with community leaders, schools and others service providers who could be key partners in program service delivery
- Collaborate with FOCUS NA National Office Development and Finance Management Teams
- Oversee and develop annual funding and budget in consultation with FOCUS NA for emerging communities.
- Review and approve all emerging center-based financial expenditures
- Implement FOCUS NA policy decisions
- Ensure that consistent and timely reports on program activities and problems encountered are provided to FOCUS headquarters, local counterparts and donor agencies (including public relations materials as requested)
- Speak to community groups, parishes, and 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
- Perform other duties as required and/or assigned by FOCUS National Management

Qualifications

Knowledge and Skills

- Advanced communication skills (writing, speaking, public presentation)
- Knowledge of managing social service and community development programs
- Familiarity with federal, state and local laws regarding operation of nonprofit organizations providing homeless and domestic social service/entitlement programs
- Orthodox Christian Church doctrines and traditions
- Computer proficiency with Microsoft Word, Excel, PowerPoint, Publisher or equivalent products
- Creating and reading financial reports and budget creation/management
- Service and supply contract negotiations and management with vendors



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Competencies

- Service minded
- Entrepreneurial minded and skilled with a proven track record of success
- Cultural and local area sensitivity
- Ability to understand and work with homeless, impoverished and 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, individual and corporate representatives
- Capacity of critical, analytical thinking to innovatively resolve program and funding problems
- Ability to build and implement budgets
- Foster a sense of teamwork among center offices and staff
- Excellent public speaking skills
- Advanced organizational skills
- Efficient and effective time management

Experience

- Minimum three years of leadership experience in nonprofit or community development work; five years preferred
- Minimum of 2 years working with organizational Boards
- Management of staff (2+) and / or volunteers
- Program Management (Food Service, Clothing Service) preferred
- Budget Development and Management (\$100,000+/year)

Education

- Minimum bachelor's degree in Business Administration, Public Policy, or Nonprofit Management preferred; equivalent experience will be considered

Certifications

- None required, but are beneficial (social services, first-aid)
- Commercial driving license beneficial



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Requirements

- Pass a background check and pre-employment drug screen
- Valid Driver's License without limits adversely affecting hours of service
- Ability to work with minimal supervision
- Computer skills include medium level skills with Word, Excel, email
- Professional, excellent communication and interpersonal skills
- Ability to create, implement and operate within a budget
- Responsive, accountable to management
- Able to travel by personal vehicle and public transportation method