

Johnstown United Methodist Human Services

Job Description: Director

General Responsibility: Reporting to the Board of Directors, the Director will have overall strategic and operational responsibility for staff, programs, expansion, and execution of UMHS's mission. S/he will initially develop deep knowledge of field, core programs, operations, and business plans.

Hours: 24-26 hours per week

Salary Range: \$16,500-18,000

Responsibilities:

Leadership & Management:

1. Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
2. Actively engage and energize UMHS volunteers, board members, event committees, alumni, partnering organizations, and churches
3. Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for UMHS
4. Ensure effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, churches, and other constituents

Fundraising & Communications:

1. Expand local revenue generating and fundraising activities to support existing program operations and district expansion
2. Deepen and refine all aspects of communications—from web presence to external relations and connection with district UM churches
3. Use external presence and relationships to garner new opportunities
4. Successfully obtain funding through grant writing

Planning & New Business:

1. Complete the strategic business planning process to include program expansion into new areas in the district
2. Begin to build partnerships throughout the district, establishing relationships with churches, other help agencies, and political and community leaders

3. Be an external local presence that publishes and communicates program results with an emphasis on the successes of local programs

Knowledge, Skills, and Abilities:

1. Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
2. The individual should be self-directed, mission-driven, idealistic, and passionate with integrity and a positive attitude
3. Ability to work effectively in collaboration with diverse groups of people
4. Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills
5. Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
6. Knowledge and affirmation of United Methodist polity and connectionalism.
7. Be able to articulate and integrate their Christian faith into their work.

Minimum Requirements of Education, Training and Experience:

The Director will be thoroughly committed to UMHS's mission. Candidates should have proven leadership, coaching, and relationship management experience.

Concrete demonstrable experience and other qualifications include:

1. BS degree with non-profit experience preferred. Management experience a plus.
2. Unwavering commitment to quality programs and data-driven program evaluation
3. Grant writing experience required
4. Reliable transportation is required
5. Act 33/34 clearances are required
6. Flexibility in schedule required.

Please submit resumes to Johnstown District Office, 510 Locust Street, Johnstown, PA 15901 or to Johnstown.district@wpaumc.org. Application deadline is May 17, 2013.