

The Barnabas Center is a community based social service organization providing financial assistance for housing and utilities, and food assistance through a food pantry. Additionally, the Barnabas Center provides limited medical and dental care through clinics operated by Barnabas for low income Nassau county residents. Barnabas also operates a re-sale store from donated goods that provides material needs for clients as well as funding for programs. Under the direction and guidance of the Board of Directors, the Executive Director is responsible for the planning, organizing, staffing, motivating, directing, and management of all Barnabas Center Operations.

Qualified candidates will have knowledge of administrative and management principles necessary for directing a non-profit community social service agency, ability to communicate effectively with diverse groups, knowledge of budgeting principles, personnel procedures, knowledge of supervisory techniques and staff development, program development, strategic planning and program evaluation. The executive director must demonstrate knowledge of successful fundraising and development, including the identification and application for grant funding.

The Executive Director communicates regularly with the Board of Directors through written reports, attendance at Board meetings, participation in Board activities and contact with individual Board members. The Executive Director has primary responsibility for communication with the Board regarding the current status of services being offered and the development of new programs.

As the administrative leader of the agency, the Executive Director has primary responsibility for assuring that administrative functions are accomplished through a defined administrative structure. The person in this position serves as the leader of the administrative team and provides the direction and supervision necessary for other personnel to accomplish their assigned duties.

The Executive Director is evaluated annually by the Executive Committee of the Board.

Essential Job Functions.

Subject to the approval of the Board of Directors, the Executive Director:

- Designs and evaluates organizational structure
- Develops and maintains an appropriate system of fiscal accountability
- Develops and maintains effective management systems including policy and procedure manuals, record keeping, reporting, and data systems
- Develops and maintains an effective system of personnel management including: policies and procedures, staff development and evaluation, recruiting, training, and managing both paid staff and a large corps of volunteer staff
- Develops and maintains effective systems for program development including program policies, responsible budgeting and staffing for all programs
- Develops and maintains effective mechanisms for necessary fund raising, public relations and community involvement
- Develops and maintains community contacts, focusing on those networks appropriate to the organization's focus of service. Represents Barnabas in the community at organization meetings, events, public meetings and other venues.
- Maintains political awareness and community connections within Nassau County and in the social services networks of the local region
- Evaluates and responds positively to the ongoing needs of the organization and the community being served and designs policy and program parameters to meet needs

Minimum Qualifications

Bachelors Degree from an accredited college or university in a profession related to human services, social services, or program administration is required, a Masters Degree is preferred. A minimum of five years executive level experience in an administrative/management role, preferably in a social service agency, is highly desired. Experience in a small non-profit organization and a proven record of success in managing social service programs is preferred

This is a Full time, salaried, exempt position

Resumes, cover letter, and references can be e-mailed to: barnabassearch@gmail.com, or mailed to: BarnabasSearch, PO Box 1040, Fernandina Beach, FL 32035-1040.

Application Deadline: February 10, 2010