



FOCUS

CHURCHES OF ALBANY

Executive Director Position Description and Summary Responsibilities FOCUS Churches of Albany, Inc. November 2024

FOCUS Churches

FOCUS Churches of Albany, Inc. is a faith-based organization with a rich, 57-year history of serving the community. Our mission is to address critical issues, including poverty and hunger. We operate a Food Pantry, a morning breakfast program (known among guests as “Breakfast Club”), and facilitate collaboration among six member churches to advocate for change and raise awareness about the challenges facing our neighbors. At FOCUS we believe in “doing together what we cannot do alone.” We welcome partners and affiliates from all faith communities who share our passion for creating a more just and equitable society. For more information on FOCUS, please visit: www.focuschurches.net.

The Executive Director Position

The Executive Director is a full-time (40 hours per week) position, including periodic evenings and weekends for special events and Board meetings. The position offers a unique opportunity to lead a dynamic not-for-profit organization dedicated to bringing people together to make a real difference in our community. This role requires a passion for social justice, strong leadership and management skills, and a commitment to community engagement.

Key Responsibilities:

The Executive Director reports to the Board of Directors and is responsible to:

1. Administer the operations and programs of FOCUS:
 - Oversee day-to-day operations of the FOCUS office, including overseeing direct supervision of staff (11, primarily part-time) in conjunction with the Director of Programs.
 - Ensure the effective operation of the Food Pantry and Breakfast Club.
 - Develop an annual budget for approval by the Board and manage all operations within those constraints.
 - Report monthly to the Board, including operational issues, outreach, and development of new funds and resources.
 - Ensure compliance with all legal/ regulatory requirements, including federal and state tax, insurance, and other laws with respect to not-for-profit entities.
2. Provide leadership in meeting the FOCUS mission:
 - Working with the Board, develop and implement strategic plans for FOCUS programs and initiatives.
 - Facilitate new partners among churches and others in the broader faith community and identify opportunities to partner with other organizations in Albany that share common goals.
 - Represent FOCUS at community events and meetings.
 - Support the active recruitment, training, and retention of a dedicated team of staff and volunteers that reflects the diversity of the community we serve.
 - Foster a welcoming and supportive environment for volunteers, recognizing their invaluable contributions.

3. Oversee development of a strong financial foundation for FOCUS:
 - Each year oversee the annual giving campaigns, including direct outreach to supporters.
 - Cultivate added support for FOCUS programs through community outreach, grant writing, and other means.
 - Ensure grants are managed effectively and in accordance with all reporting requirements.
 - Working with the Board, develop a long-term strategy for financial sustainability.

Preferred Qualifications:

- Bachelor’s degree or higher from a recognized college or seminary.
- Experience in not-for-profit leadership and management, or equivalent experience in other settings.
- Proven ability to develop and implement strategic plans.
- Strong budget and fiscal management skills, including demonstrated ability to develop new sources of funding from grants and other areas.
- Well organized with strong skills in personnel management, program oversight, and board relations.
- Strong communication skills are critical within the organization, with the general public and other community organizations, as well as with staff and guests of the FOCUS programs.
- Demonstrated ability and desire to work inclusively with diverse groups and individuals ranging from the guests of FOCUS programs to partner churches and interfaith partners as well as the Albany community at large.
- Experience with or understanding of church functions, ecumenical, and interfaith issues highly desirable.

Salary and Benefits

Salary commensurate with experience in the range of \$55,000 to \$75,000. FOCUS offers a competitive benefits package including health insurance, retirement savings plan, vacation, and other leave benefits.

To Respond

Potential candidates should send a letter of interest and a resume by **December 17, 2024**, either via regular mail to: FOCUS Churches, 275 State Street, Albany, NY 12210, or by email to info@focuschurches.net. We cannot respond to phone inquiries.

[FOCUS Churches of Albany, Inc.](#), is an Equal Opportunity Employer