



JOB Title Executive Director

MISSION STATEMENT

Community of Faith Mission is a faith-based emergency shelter program that serves those experiencing homelessness in the Greater Williamsburg community during the coldest months of the year. For details visit us at <https://cofm.info/jobs>

POSITION OVERVIEW

This position reports directly to the Community of Faith Mission, Inc. Board of Directors with Board President serving as direct supervisor. The Executive Director provides strategic leadership, operational oversight, and community representation for the Community of Faith Mission, Inc. The ED ensures the successful delivery of the shelter program, oversees organizational health, manages key partnerships, leads fundraising, grant development and, community engagement efforts. This role ensures that all programs operate safely, effectively, and in alignment with the organization's mission. Compensation ranges from \$55 + based on experience.

SCOPE OF RESPONSIBILITIES

Organizational leadership and governance, program oversight and shelter operations, community partnerships advocacy and communication, stakeholder engagement, fundraising, grants and financial management, and data management.

WORK ARRANGEMENT

This is a leadership position with the majority of operational responsibilities occurring between September and May. Evening hours are required during the shelter season of 18 weeks, especially during the first several weeks. Summer months have reduced hours with focus on planning, administration and preparation for the upcoming season.

QUALIFICATIONS FOR THE JOB

Required: Strong organizational communication and leaderships skills. Ability to collaborate and have strong problem-solving skills to manage multiple priorities and maintain professionalism. Available to work flexible hours during the shelter season.

Preferred: Bachelor's degree, experience in non-profit leadership with knowledge of social services, shelter operations and volunteer-driven programs, proficiency in google suite, QuickBooks, Microsoft office, and social media.

TO APPLY AND VIEW FULL JOB DESCRIPTION

Send cover and resume to jobs@cofm.info Expect reply within 3-5 days.