



Executive Director (On-site)

Our Mission Statement!

With our committed volunteers and generous donors, we at NJCO restore hope, comfort, and dignity by feeding, clothing, and supporting those in need in the Reading, PA community.

Overview:

New Journey Community Outreach, Inc. (NJCO) is a non-profit organization established in 2014 to provide programs and services for low and moderate-income persons in the Reading, PA community.

The **Executive Director**, in this exempt part-time position (30 hours), will be responsible for planning, organizing, developing, and directing the activities necessary to carry out the mission of NJCO as follows:

Primary Responsibilities:

- Work closely with Board of Directors collaborating with community agencies and other partners to provide broad-based programs and services to those who need basic necessities to live
- Assist in establishing and sustaining a continuous funding stream necessary to maintain and expand services provided, including grant-writing, proposal-writing, and fundraising
- Collaborate with Board Treasurer to manage NJCO finances and budgeting
- Oversee day to day activities of all programs including scheduling and coordinating of both paid staff and volunteers
- Maintain compliance with all local, state, and federal regulations
- Ensure continuous supply of food and clothing contributions including food and clothing, both purchased and donated
- Initiate and maintain positive public relations, to include marketing and social media management
- Able to attend community events and conferences as required, which might include evenings and/or weekends
- Oversee recruitment, selection, training and follow-up of employees and volunteers providing orientation, ongoing training, supervision, and performance
- Interact with all clients and provide assistance with daily activities
- Provide monthly updates to Board and committees including attendance at meetings
- Obtain and maintain ServSafe certification and ensure compliance is followed by team members

Qualifications:

- Excellent communication and presentation skills. Bilingual English/Spanish highly desirable.
- Changemaker – ability to see what is needed and work with the Board to implement change
- Non-profit management experience required
- Strong skills in grant-writing, proposal-writing, and fundraising in a non-profit setting
- Demonstrated capabilities for successfully developing and growing diverse funding sources is preferred
- Proven ability to develop and manage strong relationships with a broad range of individuals at various levels in the community
- Managerial experience needed leading a highly motivated team
- Must possess strong team-building skills and be a positive contributor in a team environment

- High proficiency in Microsoft Office products – Word, Excel, Outlook, etc.
- Ability to learn and use other hardware/software systems as required
- Fully committed to NJCO’s DEI (Diversity, Equity and Inclusion) mission
- Deadline-driven
- Bachelor’s Degree in human services field, social work, non-profit organizations, or related field experience
- Valid PA Driver’s License and transportation required