



ST. JOHN'S CHURCH & SOCIAL SERVICES
Serving the community of Newark in need for over 50 years

Title: Executive Director, St. John's Social Services
Reports to: Pastor
Classification: Exempt

General Description

Inspired by the Spirit of Christ, St. John's family seeks to serve persons who struggle with mental health issues, addiction, homelessness, and poverty in the City of Newark. We seek to provide support for this community by offering services for individuals in need and the underserved in our community.

St. John is currently searching for an Executive Director of the newly formed, St. John's Social Services organization. The Executive Director will enable and support the existing services: St. John's Soup Kitchen, St. John's Clinic and the Women and Children Center; by providing administrative support for their operations. At the same time this role will identify areas for improvement, consolidation, reporting and data collection, as well as develop opinions on areas that need to be improved and identify opportunities for complementary services to be added over time. The Executive Director will be accountable for implementing all policies and programs related to leadership, program development, finance, human resources, operations and facility management in accordance with the policies of the Archdiocese of Newark. The Executive Director will ensure St. John's activities are performed efficiently, and in a cost-effective manner to support our mission.

Specific Duties/Responsibilities

Program Management:

- Provides strong oversight of our core programs.
- Creates and delivers quarterly program reports to Pastor and Advisory Committee (to be formed)
- Identifies areas for program improvements and develops plans to implement improvements.
- Establishes and maintains effective working relationships with donors, corporate partners, and volunteers.
- Plans and executes approved quarterly and annual goals and objectives developed in collaboration with the Pastor and Advisory Committee

- Enhancing and overseeing the Volunteer Program

Finance & Personnel Management:

- Oversees monthly spending, identifying areas for improvement.
- Works with accounting to ensure successful completion of annual audit.
- Works with finance committee on annual operating budget
- Attends all finance committee meetings.
- Provides oversight ensuring St. John's personnel policies and procedures are enforced.
- Ensures all members of St. John's team have clear reporting and accountability.
Supervises staff: Kitchen Director, Kitchen Aux, Clinic Director, Chief of Operations
- Performs staff evaluations annually, identifying goals and objectives for each.
- Plans organizational growth including identifying ancillary services that may be added.
- Supports fundraising by collaborating with local organizations within Newark, speaking and representing St. John's Social Services to donors and others as needed.
- Supports volunteer recruitment and retention programs.
- Looks for opportunities to secure grants and other publicly available funding.

Other Duties:

- Ensures St. John's programs stay compliant with all regulations mandated by the Archdiocese.
- Provides oversight and guidance, ensuring effective management of all church's property.
- Oversees St. John's security to ensure safety of staff and all visitors.
- Conducts periodic evaluation of facilities, anticipating and mitigating risks.
- Other responsibilities / initiatives assigned by the Pastor.

Qualifications/Skills

- Demonstrated 10+ years of operations management experience.
- Strong project management skills
- Strong budgetary and financial management skills
- Excellent communication and personnel management skills
- Experience managing internal audits and compliance with regulatory requirements.
- Good conflict resolution and negotiating skills.
- Excellent written and oral communication, comfortable with public speaking
- Demonstrated record of accomplishments affecting positive organizational change
- Accessible and approachable demeanor that respects diversity
- Ability to tackle any challenge, no matter how small or large.

Education and/or Experience

- Bachelor's Degree required
- 10+ years of progressive management experience in a medium size non-profit organization, including oversight of facilities and supervising a diverse group of personnel

Work Hours and Compensation

- Tuesday – Saturday, 7:30 AM - 3:30 PM
- Salary commensurate with experience
- Full medical and dental insurance
- Personal time off and holidays according to Archdiocese policy

How to Apply

To be considered for the Executive Director position, please email a cover letter and resume to:
Fr. Camilo Cruz, Pastor St. John's Church - frcamilo@stppcnewark.org