

Executive Director Search

JOB ANNOUNCEMENT:

Executive Director – FOCUS Churches of Albany, NY, a faith-based Not-for-Profit located in the heart of Albany, seeks a part time person (30 hours) with strong administrative skills to oversee a food pantry and year-around breakfast program as well as to help lead a passionate volunteer core of diverse faiths to develop a shared vision of hospitality, mercy and justice for the future.

Growing from 4 progressive, protestant congregations at its founding to the present interfaith community of 12 congregations, FOCUS possesses unique diversity, flexibility, stability and community commitment. FOCUS offices are located one block from the State Capitol, which provides unique opportunities to provide leadership, advocacy and education on issues of poverty, hunger and related concerns.

Applicants must possess a bachelor's degree or higher from a recognized college or seminary. The successful candidate must demonstrate that they are well organized with strong skills in personnel management, program oversight, and board relations. The Executive Director must be able to manage budget and financial issues, and development of new resources through grant writing and community support for the work of FOCUS. Strong communication skills are critical within the organization, with the general public and other community organizations as well as staff and guests of the FOCUS programs. Applicants must demonstrate an ability and desire to work inclusively with diverse groups and individuals ranging from the guests of FOCUS programs to partner churches and inter-faith partners as well as the Albany community at-large. Experience with or understanding of church functions, ecumenical and inter-faith issues highly desirable. More information about FOCUS and the Executive Director position is available at: www.focuschurches.net.

Salary negotiable, commensurate with experience. FOCUS offers a competitive benefits package including health insurance, retirement savings plan, vacation and other leave benefits.

Potential candidates should send a letter of interest and a resume by June 17, 2020 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 or email inquiries.