**Family Promise of Cumberland County**

**Director Job Description**

Family Promise of Cumberland County is a non-profit organization that assists homeless families with children. It works in partnership with local volunteers, the community of faith, and other organizations to provide hope to homeless families through transitional shelter, food, and supportive services. The mission of the organization is to assist guest families in becoming self-reliant once again.

We are currently seeking a full-time professional Director who will be responsible for managing all aspects of the program. This includes: case management; coordinating program components; working with host and support congregations; managing volunteers; referring families to social service agencies; overseeing the Day Center; and coordinating transportation to ensure services for the families.

**Education and Experience**

The candidate should have experience working with families in crisis, managing volunteers, fund development, budgeting, grant writing, and communications. Preferred candidates should possess three+ years of experience in case management or related position and three+ years supervising social services programs with experience working in homeless services or families in crisis. Bachelor’s or Master’s degree in social work (LSW, LISW, MSW, MSSA), non-profit administration or other related field required.  Master’s degree strongly preferred.

Qualifications

The successful candidate for the Director position is an enthusiastic and flexible individual with a demonstrated track record of displaying good judgment, consistent leadership, and compassion for others. The individual must be self- motivated, able to work independently, reliable, and have strong communication and organizational skills.

**Work Hours**

Work schedule may include some flexibility. Must be on-call to handle after hour emergencies. Meetings related to community organizing and board development routinely take place on weekends and evenings, with time flexed during the standard work week.

**How to Apply**

Candidate should send their resume with a cover letter to [fpccnjjobs@gmail.com](mailto:fpccnjjobs@gmail.com) or via mail to Family Promise of Cumberland County, PO BOX 2114, Vineland NJ 08362. Applications are being accepted until May 16, 2014.

A full job-description is attached.

Additional information can be obtained at FamilyPromise.org.