



3635 Quakerbridge Road, Suite 16, Hamilton, NJ 08619
Phone: 609.393.9922 ~ Fax: 609.586.1919

EXECUTIVE DIRECTOR

Job Description / Posting

MISSION

Interfaith Caregivers of Greater Mercer County (ICGMC) is dedicated to promoting the independence, dignity and wellness of homebound elderly and adults with disabilities by matching them with supportive and caring volunteers who assist with the tasks of everyday life.

ABOUT US

Located in Mercer County, NJ, ICGMC exists to serve the homebound elderly and adults with disabilities by providing non-medical care while helping to combat the loneliness and isolation that often accompany advanced age and disability. We accomplish our mission through volunteer caregivers from the outreach ministries of our partner congregations and through federal, state, local and private grants, donations and awards.

POSITION

Reporting to the Board of Trustees, the Executive Director (ED) will have overall strategic and operational responsibility for Interfaith Caregivers' staff, programs, expansion, funding and execution of mission. The ED will develop deep knowledge of core programs, operations and business plans. Top priority for the ED will be exploring strategic alliances, and he/she will be responsible for assessing organizational fit, facilitating integration processes, and guiding stakeholders through change. Also of high priority will be development, fundraising and community engagement responsibilities.

RESPONSIBILITIES

Expansion, Development and Fundraising:

- Identify and form alliances in new markets, establishing relationships and affiliations with leaders at potential expansion sites, most especially in new areas of Mercer County
- Work closely with the Development Committee to shape and execute the strategy for expanding funding opportunities as specified in the committee charter and the agency's strategic plan, and through alliances with key funders and political and community representatives
- Expand revenue generating and fundraising activities to support existing and new program opportunities
- Make public presentations to congregations, clergy and community groups; conduct workshops and community presentations; correspond and interact with clergy and other faith leaders
- Engage the Board of Trustees to advance development and fundraising opportunities
- Oversee grant applications, implementation and adherence to reporting requirements
- Be an active advocate of the agency and its mission within the community at large, specifically with congregation partners, other social service agencies and public constituents
- Increase the number of congregation partnerships across Mercer County to include all types of faith traditions, especially those not currently represented

Leadership:

- Lead, coach, develop, attract and retain ICGMC operational and support staff
- Actively engage and nurture relationships with ICGMC volunteers, board members, event committees, alumni, partnering organizations and funders
- Together with the Board, develop, maintain and support a strong Board of Trustees; actively participate in committee initiatives; build Board involvement with strategic direction for ongoing programs, operations and outreach
- Oversee and guide the staff in the planning and execution of annual fundraising events
- Ensure effective systems to track progress and regularly evaluate program components to measure success that can be communicated to the board, funders and other constituents



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- Maintain and cultivate strong, collaborative relationships with clergy and other leaders in partner congregations and other faith communities
- Provide strong fiscal and operational oversight of all of the agency's day-to-day operations and procedures; present financials to the Board at meetings; perform accounting tasks and payroll as needed
- Oversee all aspects of communication, including social media, publications (e.g., newsletter, annual report, etc.), press releases, promotions, solicitations, written correspondence, etc.
- Work with auditor on annual audit report and IRS Form 990
- Be an enthusiastic, hands-on team player as needed for with high priority projects and deliverables
- Be a compassionate listener, problem solver and advocate in handling day-to-day interactions with agency's care receivers and volunteers

QUALIFICATIONS

- Bachelor's degree, preferably in social or healthcare services, with 5-7 years' experience as an Executive Director or in a senior leadership role at a nonprofit organization
- Demonstrated experience developing and executing strategic collaborations — such as partnerships, alliances, or mergers — with nonprofit organizations or across internal departments.
- Persuasive and passionate communicator
- Highly collaborative work style
- Earnest acceptance of all faith traditions
- Excellent interpersonal skills and strong written communication skills
- Adept with PC and other desktop technologies and proficiency in MS Office, notably Excel, is required
- Knowledgeable in GAAP for nonprofits and familiar with IRS Form 990
- Working knowledge of QuickBooks; hands on experience is a strong plus
- Experience with grant writing, administration and grant reporting systems is highly desirable
- Resident of Mercer County, NJ is highly desirable
- Advanced degree in public health, pastoral ministry or related field is desirable
- Experience with bulk email and online survey tools is a plus
- Professional work week is expected