

**Josephine's Place  
Elizabeth, New Jersey**

**Position Description: Director**

***General Statement:***

Josephine's Place is a center for women sponsored by the Sisters of Charity of Saint Elizabeth. It is a 501c3 nonprofit organization. The mission of Josephine's Place is to provide space that will facilitate the empowerment of women, based on: building a trust that promotes a freedom to be open and honest; creating an environment in which women are to be respected; providing a space that will be reflective of the needs of women as they themselves have expressed them. The fulfillment of this mission will result in each woman having a sense of being respected, affirmed and supported.

***Position Summary:***

The Director is accountable to the Board of Trustees of Josephine's Place. The Board, in turn, is accountable to Seton Ministries Inc. The Director must attend all board meetings as an ex officio member (nonvoting).

The Director is responsible for the overall management of Josephine's Place, including programming, fiscal development and management, and staffing. To ensure the success of programs, the Director interacts with public officials, administrators of other agencies and institutions and potential donors, as well as with program participants.

***Responsibilities:***

1. Staffing
  - Advertise for, interview and hire staff
  - Supervise and evaluate staff as they carry out their responsibilities
  - Conduct annual evaluation of staff
2. Programs
  - Assess the needs of the women through individual and small group discussion.
  - Oversee the design and implementation of new programs that respond to the needs of women.
  - Provide on-going evaluation of the programs.
3. Volunteers
  - Oversee the recruitment, deployment and evaluation of volunteers who provide instruction and assistance to the participants.
  - Maintain a volunteer advisory board to assist in the development of policies and plans for the future.
4. Communication
  - Act as connector between Josephine's Place and the Sisters of Charity of Saint Elizabeth.
  - Establish and maintain positive working relationships with other agencies and institutions in the city.
  - Establish positive relationships with government officials in the city.
  - Oversee the development and implementation of recruitment efforts.

#### 5. Fiscal Management

- Develop and maintain the budget, including monitoring of expenditures.
- Build a resource of potential donors.
- Engage supports that will assist in uncovering sources of funding.
- Convene a fund raising committee and facilitate major fund raising events each year.
- Solicit donations from corporations, organizations and individuals.
- Write proposals for grants and endowment funding.

#### ***Requirements***

Master's Degree is desired; strong administrative and organizational skills, fluency in English and Spanish, effective communicator, creative and self-motivated; interest and passion to minister with women, ability to communicate and interact with individuals from a variety of cultures and backgrounds; ability to network with people, skilled in use of computer for research, data collection and analysis and communication. Prior experience with a not for profit organization is desired.

Resume and cover letter to be e-mailed: [JosephinesPlaceJob@gmail.com](mailto:JosephinesPlaceJob@gmail.com) no later than April 26<sup>th</sup>.