



## **Job Description:**

### Director

The Coalition Against Poverty in Suffolk, Inc. (CAPS) is a collaborative effort of churches to address poverty on two levels: level 1 - the crisis of an immediate need and level 2 - the underlying causes of these needs. Suffolk churches have partnered to create and fund a central intake center where individuals in need of crisis assistance can take their requests. The CAPS Director is the day-to-day leader, sets the tone for the organization, and is responsible for ensuring the fulfillment and advancement of the CAPS mission.

**Employment Type:** Full Time – Starting Salary \$55,000 (benefits negotiable)

### **Basic Responsibilities**

#### Operational and Supervisory Duties

- Build, train, and support a qualified and effective team of staff and volunteers. Promote the professional development of staff members; facilitate access to training resources.
- Manage daily operations; ensure current services and future initiatives meet client needs and enable poverty alleviation.
- Partner with the Executive Board to create new policies and procedures; assess and modify current ones to ensure organizational relevancy and operational efficiency.
- Supervise staff members; hold them accountable for professionally executing assigned tasks and adhering to organizational policies and procedures.
- Ensure staff members have everything they need to operate efficiently.
- Complete and document performance evaluations on an annual basis.
- Ensure data is collected and reported clearly and accurately

#### Oversee Church Night Shelter Program

- Recruit churches to act as hosts and partners of the Church Night Shelter Program.
- Train church shelter coordinators and hold regular training meetings as needed.
- Ensure that churches are properly equipped to provide shelter, food, staff, transportation to and from shelter, and safety for shelter guests.
- Provide information about the Church Night Shelter Program to potential guests.
- Promote the Church Night Shelter Program to the community.
- Connect guests to the CAPS staff to assist as needed during their move to permanent housing.
- Provide emergency support to Church Shelter Coordinators.

#### Public Relations and Networking

- Work with Board members and staff to speak to potential member organizations, partners, media and the public; enhance their understanding of CAPS' role in the community and its mission and services.
- Promote a positive public image for CAPS within the community.
- Establish and maintain relationships with other professional, civic, and private organizations to strategically enhance the CAPS mission.

## Financial

- Work with the Board to maintain the financial stability of the organization.
- Advise on budget development and ensure adherence to annual budget.
- Promote church membership and yearly monetary pledges in partnership with the Membership Team.
- Lead grant writing initiative by identifying or providing viable grant writing opportunities; lead efforts for timely application submittals and reporting.
- Generate monthly financial statements and collaborate with the CAPS Treasurer on a proposed annual budget that accurately reflects the financial condition of CAPS.

## Support Organizational Alignment

- Ensure all programs align with the CAPS mission.
- Align staff policies and procedures with the organization's mission.

## Executive Board

- Support the Executive Board to make informed decisions; communicate effectively and provide them with all essential information in a timely manner.
- Provide input to the Executive Board to support strategic level planning, contribute to policy-making discussions, and support fundraising efforts.
- Generate monthly financial statements and collaborate with the CAPS Treasurer on a proposed annual budget that accurately reflects the financial condition of CAPS.
- Perform other duties as assigned by the Executive Board.
- Partner with President to plan agenda for meetings.

## Reporting

- Reports directly to President of the Board.

## Required Skills and Experience

- A minimum of 2 years' experience in human services, poverty alleviation, community development, social work, or a related field
- Experience working in multi-cultural or cross-cultural settings
- Proficiency in Microsoft Office applications (primarily Excel and Word)
- Excellent verbal communication and people skills
- Ability to build, lead, and work well with a team
- Excellent interpersonal skills with a desire for unity

## Critical Characteristics

- Mature Christian faith, as defined by the Nicene Creed (see attached)
- Deep commitment to care for vulnerable people
- Strong relational skills; demonstrating compassion and respect for all individuals
- Excellent networker
- Self-starter with strong initiative
- Proactive and creative problem solver
- Well organized and pays attention to detail
- Flexible

Send cover letter and resume by October 15, 2024 to [info@capsuffolk.org](mailto:info@capsuffolk.org)



Coalition Against Poverty in Suffolk  
C A P S

## STATEMENT OF FAITH

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*CAPS is a Christian organization that seeks to assist with both financial and spiritual needs. Our staff offers to pray with each client and encourages them to be connected to the faith community. Our volunteers and staff need to be able to support the CAPS mission and vision by sharing a Christian faith. We have chosen to use the Nicene Creed as a standard statement of faith.*

### **The Nicene Creed**

I believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible.

And in one Lord Jesus Christ, the only begotten Son of God, begotten of the Father before all worlds; God of God, Light of Light, very God of very God; begotten, not made, being of one substance with the Father, by whom all things were made.

Who, for us men for our salvation, came down from heaven, and was incarnate by the Holy Spirit of the Virgin Mary, and was made man; and was crucified also for us under Pontius Pilate; He suffered and was buried; and the third day He rose again, according to the Scriptures; and ascended into heaven, and sits at the right hand of the Father; and He shall come again, with glory, to judge the quick and the dead; whose kingdom shall have no end.

And I believe in the Holy Ghost, the Lord and Giver of Life; who proceeds from the Father [and the Son]; who with the Father and the Son together is worshipped and glorified; who spoke by the prophets.

And I believe in one holy catholic and apostolic Church. I acknowledge one baptism for the forgiveness of sins; and I look for the resurrection of the dead, and the life of the world to come. Amen.

By signing this Statement of Faith, I am testifying that I believe in the Nicene Creed and that my personal life is a reflection of my beliefs.

Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## AGREEMENT & SIGNATURE

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By submitting an application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a staff member or volunteer, any false statements, omissions, or other misrepresentations made by me on an application may result in my immediate dismissal.

Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_