

JOB OPENING

Pay based on experience

Part-time (approximately 8-12 hours per week)

Position Title Executive Director

Reports to: Board of Directors

Position summary.

Serves as CEO of the Make-A-Way Drop-In Center. Plans, organizes, directs and controls the activities in accordance with policies and directions established by the Board of Directors. Analyzes program performance and community service needs and makes recommendations to the Board on new programs or major changes. Prepares, implements and monitors Annual Provider Plan, Grants, and Fundraising efforts. Evaluates Activity Staff. Responsible for personnel practice, staffing and performance. Communication skills and confidentiality are essential.

The Executive Director should demonstrate competence in the following areas: leadership, ethics, fundraising, grants, decision making, relationship building, strategic thinking, management, problem solving, writing skills, public speaking, focus on clients, administrative, budgetary and managerial concepts and principles, especially as they apply to community mental health, self-motivation, capacity to deal with job-related stress.

Qualifications:

High school graduate with higher education in human services, public administration, business, or a related field.

One or more years experience in the field of business management, mental health, and/or social services.

Equipment Operated:

Personal computer, knowledge of Word, Excel, Quickbooks

Basic Office Equipment.

If interested, send resume to Bryan Stuck, 385 Starbrook Street N.W., Massillon, OH 44647