

The Anchor House Family Assistance Center and Pantry (Anchor House) is seeking an Executive Director to join our team. This is a fulltime salaried position located in Seymour, IN.

Anchor House works in partnership with the community to provide, without judgment, housing assistance to families with children, education programs for families, as well as food pantry services for the community.

QUALIFICATIONS

- Solid organization, personnel and managerial skills, preferably with experience managing a not for profit organization that includes a volunteer program and requires fundraising to operate.
- Strong written and oral communication skills accompanied with strong interpersonal skills.
- Ability to work well in a culturally diverse environment.
- Computer competence in word processing, spreadsheets and database processes.
- College degree preferred, or sufficient combination of education and experience.
- Ability to lift 30 pounds, have a valid driver's license, bondable, able to pass an Office of Family and Children and Indiana State background checks.
- Flexibility to work weekend and evening hours, as needed.

GENERAL RESPONSIBILITIES

-The Executive Director's (ED) primary responsibility is to develop plans and administer programs of Anchor House, serving clients in accordance with the stated mission to drive optimum results.

In carrying out this responsibility, the ED will:

- Report to and operate under the general direction of the Board of Directors.
- Drive continuous improvement in shelter and pantry operations.
- Uphold all shelter and pantry policies. Work as a team to communicate, model and enforce policies with all staff, volunteers and clients. Create and modify policies as needed.
- Treat clients, volunteers, donors, staff and other stakeholders with the utmost respect at all times.
- Lead the effort to address homelessness in Jackson County in conjunction with other community partners.

HOW TO APPLY

Please submit your resume and salary requirements to anchorhouseapplication@gmail.com.

APPLICATION PERIOD

Applications will be accepted through July 6, 2018.

COMPENSATION

Depending on qualifications; please include salary requirements with your application.

Anchor House Family Assistance Center and Pantry is an equal opportunity employer.

<http://www.anchorhouseshelter.org/>