

## **The Friendship Center @ Holy Comforter: Director of Program Support**

The Friendship Center is a program of the Episcopal Church of the Holy Comforter, a mission of the Episcopal Diocese of Atlanta. For more than a decade, the Friendship Center has served poor, mentally ill women and men with day programs that include gardening, art (painting, woodworking, weaving, ceramics, etc.), games, music and movement, field trips, and meals. During this time, the program has operated with the support of the parish, the diocese, and many individuals and organizations, but it has operated on a small budget with a small staff and a small cadre of volunteers. The future of the program depends on broadening its base of support, increasing volunteer participation, and enhancing its programs. To that end, we are establishing the new position of Director of Program Support.

The successful candidate for this position will demonstrate enthusiasm for the amelioration of the social effects of mental illness and other marginalizing conditions and for programs that encourage and facilitate movement toward recovery. The candidate should have experience recruiting and managing volunteers and developing financial resources and should be able to assess program needs and to develop, fund, and staff new programs.

- I. Responsibilities (Duties may be added or eliminated as needed.)
  - A. In collaboration with the people, governing board, and clergy of Holy Comforter, ensure the continuation and growth of the Friendship Center.
  - B. Work with the Friendship Center's program directors to evaluate current programs, to ensure adequate resources, and to expand the programs offered at the Friendship Center.
  - C. Recruit, cultivate, and manage volunteers.
  - D. Maintain existing sources and develop new sources of financial support.
  - E. Maintain, develop, and sustain strong relationships with churches and other organizations that support the work of the Friendship Center.
  
- II. Qualifications
  - A. Bachelor's degree in social work, public health, non-profit administration, or other human-service related field. Master's degree preferred.
  - B. 3-5 years experience in social services or mental health environment.
  - C. Management or supervisory experience, including experience in volunteer management.
  - D. Experience with fundraising (primarily but not limited to grant writing and major gifts) and familiarity with donor databases
  - E. Excellent skills in organizational leadership, administration, and teamwork.

- F. Excellent written and communication skills and proficiency in Microsoft Office applications.
- G. Familiarity with guidelines and best practices for provision of human services in a faith-based setting (*i.e.*, non-discriminatory, non-proselytizing, respect for dignity of every human being).

III. Conditions

- A. Works under the direct supervision of the Vicar of the Episcopal Church of the Holy Comforter in his capacity as executive director of the Friendship Center.
- B. Works collaboratively with the Friendship Center's staff, volunteers, and the governing board (vestry) of the parish.
- C. Hours may vary and may include some weekend and evening work.
- D. May require travel within Metro Atlanta and the Episcopal Diocese of Atlanta.
- E. The Episcopal Church of the Holy Comforter is an Equal Opportunity Employer.

Applicants should submit a resume with at least four references and a cover letter to the Rev. Michael A. Tanner at [mtanner@bellsouth.net](mailto:mtanner@bellsouth.net). Our goal is to make a hiring decision after September 1 and to fill the position by October 1, 2008.