Executive Director
International Friendship Center

For almost two decades of operation, the International Friendship Center (IFC) of Highlands, NC is inspired by our faith traditions to care for those in need. Our mission is to assist people experiencing hardship and to address concerns and challenges facing the immigrants in our community by fostering understanding among all people, facilitating social and human services, and providing nutritional assistance through the Highlands Food Pantry. The IFC is seeking an Executive Director to manage and direct the overall operation of the Friendship Center and its supporting programs to ensure the organization’s mission and goals are met. The Executive Director is the chief professional officer and public representative of the organization and reports to the Board of Directors.

The primary responsibilities of the position are:

Fund Raising and Community Advancement Duties to include:

• Be the organization’s public-facing representative by raising awareness of and elevating the profile of the organization throughout the community, its businesses and agencies
• Proficiency in public speaking and community networking
• Responsible for tracking and maintaining a grant calendar, responding to grant requests, raising funds from individual donors and the organization of fund-raising events
• Manage donor database
• Work collaboratively with the Treasurer, Board and Committees to publish financial reports
• Prepare and monitor annual budgets and oversee financial management, program budgets and cash flow
Management and Administrative Duties include:

- Responsible for the marketing, public relations and all communication across multiple channels to include print, electronic and social
- Complete monthly reports to the Board and an annual report
- Board development and board collaboration for strategic planning and capacity building in a manner consistent with the organization’s mission
- Assess and evaluate existing programs, objectively determine effectiveness and recommend new programs designed to best meet the needs of our clients
- Oversight of the Food Pantry, social services, administration and all programs
- Provide overall direction for staff, independent contractors and volunteers
- Strengthen the existing relationships with and seek new reciprocal service opportunities with the vast network of community service and health agencies, churches, schools and childcare facilities, medical and dental clinics and local employers

Required and/or preferred skills include:

- Excellent interpersonal, verbal and written communication
- 2-years of non-profit senior management experience
- Grant management and writing experience
- Demonstrated ability to raise funds and manage fund-raising events
- Multi-cultural responsiveness and familiarity with issues specific to immigrants living and working in our community. Spanish speaking capabilities are of value
• A self-directed and self-motivated individual with a passion for neighbors helping neighbors
• An individual with critical thinking skills to lead this organization in its mission with a focus on building capacity and expanding programs and who can articulate a vision that enlists both financial and volunteer support

This full-time position includes salary and benefits in the range of $60,000- $70,000.

Applications will be accepted until May 31. Qualified applicants should send resumes to friendshipcenterhighlands@gmail.com.

Internationalfriendshipcenter.org