

Executive Director

North Light Community Center
Philadelphia, PA

Who We Are

North Light Community Center has been a community anchor filled with joy, energy, action, and commitment since 1936. We serve our neighbors through a variety of ways.

Emergency Services

- Twice weekly food pantry allowing customers to choose foods that suit them
- Financial support for heating and electric bills
- Holiday assistance for families offering gifts and meals to our neighbors in need

Teenagers

- TEEMworks - life skills training for older teens and young adults
- WorkReady - summer jobs, career counseling for teenagers
- Scholarships - for high schoolers admitted to college

Children's Programs

- KidZone - After school care for the local elementary and middle school students
- Dynamic and themed summer camp

Community

- Classes for adults and children
- Neighborhood playground

Who You Are

North Light Community Center is searching for our next Executive Director to **lead with passion** for our community and city. Our next ED will be a **visionary** who conceives of different and meaningful ways North Light can serve our community. They will be someone who cultivates and **attracts support** from individuals, businesses, and foundations from our local communities and beyond. Our next ED will **inspire** new and existing stakeholders to care about the good that North Light does.

What You'll Do

Program Development and Management:

- Manage the operation of programs and activities to meet the goals and objectives established by the

Board of Directors

- Plan and evaluate agency programs and activities
- Assure the alignment of agency programs and services with community needs and desires

Financial Management and Planning:

- Develop operating budget for Board consideration and submission to funding agencies
- Manage North Light within the budget
- Administer all contracts
- Monitor investment of funds

Institutional Advancement:

- Fundraise from public and private sources to support operations and long-term goals
- Advocate to community and business leaders, government officials, other agency directors, and the media to create active support for North Light programs
- Develop and implement short and long-range plans consistent with Board-developed goals and objectives
- Develop and lead fundraising campaigns and events

Organizational Development, Human Resource and Physical Plant Management:

- Recruit, supervise, and retain qualified staff
- Provide for staff training and development
- Develop personnel policies and procedures with the Board and oversee their implementation
- Manage employee benefits, including annual renewals
- Organize volunteers
- Manage North Light's physical plant and related assets, including compliance with government regulations and licensing standards
- Maintain and improve North Light's technology capabilities

Are You Right for the Position?

Minimum Qualifications:

- Bachelor's degree
- 2 years of management experience
- Excellent verbal and written communication skills and organizational skills
- Demonstrated ability to interact with and relate to people of various races, religions, sexual orientations, and socio-economic backgrounds
- Skill and experience in organizational planning and the ability to effectively allocate budget and staff resources
- Experience in development

Preferred Qualifications:

- Master's degree
- 3+ years management experience in non-profit sector
- Experience in social media and non-profit fundraising management software

Qualities:

- Compassionate, driven
- Good sense of humor and fun
- Engaging, a people person

North Light Community Center is an Equal Opportunity Employer.

To apply send a cover letter and resume to northlighthiring@gmail.com