



SCHENECTADY COMMUNITY MINISTRIES  
Schenectady, NY ~ [www.sicm.us](http://www.sicm.us)  
**To Nourish, Bridge, and Challenge our Community**

## **Title: Executive Director**

### **Reports to: Board of Directors**

The Executive Director is the key management leader of the Schenectady Community Ministries (SiCM), located in Schenectady, NY, and is responsible for overseeing the administration, programs, and strategic plan of the organization.

**SiCM** is an interfaith-based collaborative. Its mission is to *promote faith inspired collaborative service to bridge divides and ensure a strong and unified community*. Our tag line is “*To Nourish, Bridge and Challenge our Community.*” Our primary program addresses food insecurity through a food pantry run by SiCM as well as collaboratively with area faith and community-based organizations. SiCM has determined that now is the time for SiCM to expand its role in community organizing and pro-actively engage and support the community in addressing social and racial justice.

## **General Responsibilities**

### **Overall Management**

- Responsible for leading the SiCM in a manner that pro-actively supports and guides the organization's programs and mission in collaboration with membership and the community.
- Responsible for communicating effectively with the Board and member constituents and providing, in a timely and accurate manner, all information necessary for the Board and members to function properly and to make informed decisions
- Responsible for the fiscal integrity of SiCM to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect that financial condition of the organization
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
- Responsible for fundraising and developing other resources necessary to support SiCM's mission
- Responsible for the effective administration of SiCM's operations
- Responsible for the hiring, supervision and retention of competent, qualified staff
- Responsible for signing all notes, agreements, and other documents made and entered into on behalf of the organization

### **Advocacy and Outreach**

- Responsible for pro-actively developing and implementing campaigns that address social and racial justice in collaboration with other community advocates
- Responsible for advocating for food programming and racial justice issues on state, local and federal levels
- Responsible for advising constituents on areas requiring advocacy
- Responsible for promoting SiCM's mission and values locally and across the state



SCHENECTADY COMMUNITY MINISTRIES  
Schenectady, NY ~ [www.sicm.us](http://www.sicm.us)  
**To Nourish, Bridge, and Challenge our Community**

### ***Organization Mission and Strategy***

- Responsible for development and implementation of SiCM's programs and values that carry out the organization's mission
- Responsible for strategic planning with the board of directors to ensure SiCM can successfully fulfill its mission into the future
- Responsible for the enhancement of the SiCM's image by being active and visible in local and statewide communities by working closely with other professional, civic, and private organizations

### ***Preferred Professional Qualifications***

- Five or more years senior management experience
- Demonstrated experience in community organizing for social and racial justice
- Experience working with an interfaith-based collaborative preferred
- Awareness of food insecurity issues and the programs, regulations, and resources that impact them
- Transparent and high integrity leadership
- Budget management skills including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development, and task facilitation
- Ability to convey a vision of SiCM's strategic future to staff, board, volunteers and regional legislators
- Knowledge of fundraising strategies and donor relations
- Skills to collaborate with and motivate the Board, members and other volunteers
- Strong written and oral communication skills

### ***Application Instructions***

Please go to [www.sicm.us](http://www.sicm.us) for the Executive Director Search Packet that contains a complete position description and application instructions.

Qualified candidates are required to send a customized cover letter that serves as a writing sample and resume to the address indicated in the full packet.

Job Type: Full-time

Salary: The total compensation/salary structure is flexible depending on whether the selected candidate is a member of clergy or a lay-person.

Benefits:

- Health Insurance
- Paid Time Off

Experience:

- management: 5 years (Preferred)
- Demonstrated experience in community organizing and advocacy for social and racial justice