



Philomath Community Services, Inc  
360 S. 9<sup>th</sup> Street  
PO Box 1334, Philomath, OR 97370  
[www.philomathcommunityservices.org](http://www.philomathcommunityservices.org)  
541-929-2499

## **Position Announcement for Executive Director**

**Position:** Executive Director  
**Employment Type:** Half-time; Salaried  
**Start Date:** January 2, 2019  
**Application Deadline:** November 1, 2018

### **Position Summary**

Philomath Community Services (PCS) is seeking an Executive Director (ED) to manage and develop this non-profit organization under the direction of the Board of Directors (BOD). The ED will implement the PCS mission, while working with the five PCS programs and volunteer staff. They will manage efforts in daily operations, fund-raising, grant-writing, donor cultivation, and public relations.

### **About Philomath Community Services**

- \* **Our Vision:** Philomath Community Services thrives as an easily accessible, well-known and supported, community non-profit organization serving people in need.
- \* **Our Mission:** To provide a variety of social services to low income residents of Philomath and western Benton County.
- \* PCS was founded in December, 1991, bringing the Food Bank and Baby Bank under one roof. The Gleaners, Lupe's Community Garden and Holiday Cheer, as well as a Navigator from the Benton County Health Department have been added since then.
- \* Our five Programs and their purposes: the Food Bank provides emergency food boxes; June's Kids Klost provides gently used clothing for children 0-18 years old; the Gleaners gather and share food and wood; Lupe's Community Garden teaches gardening and provides fresh produce to the Food Bank; Holiday Cheer provides gifts to children, as well as food and hygiene baskets for their families at Christmas time.
- \* PCS provides services to approximately 2,000 low-income citizens in Philomath and western Benton County.

### **Responsibilities**

#### **Operations:**

- \* Oversee the daily operations of the five PCS Programs, as well as the tasks of the Facilities and Office Managers
- \* Improve efficiency and coordination of volunteers, providing resources, training and recognition
- \* Work with Treasurer to improve financial procedures and budget control
- \* Support BOD committees
- \* Prepare, present and maintain official documents and reports and ensure compliance with federal, state and local regulations
- \* Purchase equipment and services for maintenance and improvement of facilities
- \* Conduct other functions as requested by BOD

**Development:**

- \* Evaluate and strengthen PCS programming and capacity in support of the PCS vision, mission and goals, and the 2019-2024 Strategic Plan
- \* Research and prepare grant applications

**Communications and Outreach:**

- \* Perform public relations and communications functions of PCS, including fund-raising, donor cultivation and interactions with other community organizations
- \* Provide operational report to BOD at monthly meetings
- \* Attend special PCS events
- \* Represent PCS at major public events

**Qualifications and Skills**

- \* Passionate about providing quality programs
- \* Completion of college or vocational education program commensurate with the responsibilities listed above, or comparable experience
- \* Understands and can promote the vision and mission of PCS
- \* Effective communication and interpersonal skills, written and verbal
- \* Values diversity, integrity, respect and creativity
- \* Demonstrated ability to manage successful fund-raising, grant-writing and donor cultivation projects
- \* Demonstrated ability to work independently and collaboratively with a diverse volunteer staff
- \* Experience with and/or knowledge of non-profit organization management and operations
- \* Bilingual in Spanish is a plus

**Compensation**

- \* Salary starts at \$24,000, with no paid benefits. There are expectations for a future full-time position.
- \* Benefits include flexible work schedule; motivated core of volunteers; supportive Board
- \* The Executive Director is an at-will employee, exempt from overtime. Occasional work is expected on evenings and weekends.

**To Apply**

Please submit a detailed resume, letter of interest and contact information for three professional references to Jean Goul at [jeangoul@peak.org](mailto:jeangoul@peak.org), or mail to Philomath Community Services by November 1, 2018. Candidate must pass a background check. If you have further questions, please contact Jean at 541-231-8871.