Executive Director, Brooke Hancock Family Resource Network, Inc.

The Brooke Hancock FRN is seeking a dynamic and enthusiastic individual who will be responsible for the overall management of the nonprofit agency. This is a grant funded, full time position serving both Brooke and Hancock counties.

This position requires a self-motivated and energetic individual with the ability to network and form partnerships with other organizations, staff, and community members.

**Major Responsibility of the Executive Director:**

This position’s major responsibility is to coordinate agencies and consumers to work collaboratively on a community plan.

The director is responsible to the Executive Board in development and implementation consistent with established guidelines and policies including supervision and evaluation of staff.

**Functions and Duties of the Executive Director:**

* Program evaluation and long range planning
* Maintenance of fiscal controls and procedures including budget development, coordination of record keeping, internal reporting and audit compliance.
* Grant writing administration, and implementation following grant requirements.
* Develop and coordinate cooperative services with community members and local service providers, maintain effective inter-agency communication, and promote the Family Resource Network within Brooke and Hancock counties
* Attendance at meetings and trainings as needed or requested by board or grant funders
* Submission of financial and program reports on a timely basis.

**Qualifications and Experience:**

* A Bachelor’s Degree is required; will consider associate degree with at least three years of experience working in a social service or non-profit organization.
* Experience supervising employees
* Grant writing and administrative experience
* Ability to plan, organize, implement, and evaluate community services and needs
* Understanding of the budgetary process and fiscal controls
* Computer literate
Position Assignment:

This is a full time, 40 hours per week, grant funded position. Salary is commensurate with education and experience at a minimum of $25 / hour.

Position expected to begin late March or early April 2022.

Application Process:

If you meet the stated requirements and would like to be considered for the position by February 18, 2022 send:

- Cover letter
- Resume
- Three references
- Transcripts

To: Brooke Hancock Family Resource Network, Inc
   Attn: Carole Scheerbaum
   1300 Potomac Ave. Suite C
   Weirton, WV 26062