EXECUTIVE POSITION
Executive Director
Heart + Hand Outreach Ministries
South Charleston, WV

About Heart + Hand –
Heart + Hand Outreach Ministries is a non-profit organization that has provided for the basic needs of the local community for over 55 years. The South Charleston location hosts the area food pantry, provides clothing, diapers, utility and rent assistance for South Charleston, St Albans, Tornado, Dunbar, Institute, Alum Creek and Davis Creek. The Winfield office, provides assistance with utilities, rent, diapers, emergency food and resource information to all low-income residents of Putnam County. Additionally, utility, rent assistance and clothing vouchers are provided to Upper Kanawha Valley residents of the Riverside High School district. South Charleston Middle School students who might not have enough to eat over the weekend, benefit from food bags that are delivered to the school each Friday. Over 500 children and their families in Kanawha and Putnam Counties benefit annually from Christmas assistance.

Heart + Hand Outreach Ministries brings the community together to benefit over 5,000 individuals annually. Funding and support is provided by The Greater Kanawha Valley Foundation, the United Way of Central West Virginia, the Pallottine Foundation, the Annual Conference of The United Methodist Church, and many other churches, businesses, civic organizations, and caring members of the community. The well known and popular Heart + Hand Thrift Store operation provides free clothing and housewares through the social services voucher program and additionally provides a revenue stream covering the operating costs of the organization and more.

Position Requirements –
A degree in Business Administration, Social Services and/or a related field is required. Proficiency in the areas of management, leadership, business administration (budgeting, finances, grant-writing), computer skills and strong organizational skills are necessary. Training and experience in Social Services is preferred.

It is highly preferred that the Executive Director have, at minimum, five years’ experience in nonprofit management and administration including strategic planning, supervision, budget development and management, fund development, or comparable experience from the private sector.

Position Description -
Heart + Hand’s Executive Director has overall responsibility for overseeing the administration, budget, programs/services and the strategic plan of the agency while focusing on outreach to the larger community. This includes effectively and energetically leading day to day operations, maintaining adequate funding, engaging and collaborating with the community to meet common goals.

The Executive Director must promote and protect Heart + Hand Outreach Ministries’ mission, vision, and values through the following activities:

Directly responsible to the Board of Director and acting as resource person to all Board Committees.
Implementing and directing policies formulated by the Board of Directors, the West Virginia Annual Conference, and the Board of Global Ministries.

Providing leadership, supervision, hiring, evaluation, and when necessary, termination of staff.

Responsibility for fundraising activities, grant writing, resource management, and reporting.

Responsibility for disbursing grants, financial donations, and other receipts in the manner for which they were designated.

Preparation and administration of the agency’s budget.

Responsibility for outreach and communications to the larger community.

Evaluating current programs/services and proposing/developing new ones.

Other duties and responsibilities as set forth by the Board of Directors or by necessity in order to maintain the stable operation of the agency.

Position Location:
The Executive Director will primarily work onsite in South Charleston, WV with local travel as needed.

Application:
Please submit a resume and cover letter detailing your qualification for and interest in this rewarding position to executivedirector@hhomwv.org.

Deadline:
The Search Committee will begin reviewing applications on January 28, 2022, and the posting will remain open until the position is filled.

Salary and benefits

- Competitive salary structure based on qualifications
- 403(b) retirement plan available for contributions at time of employment; with employer matched savings after one year of employment
- Paid time off and 10 Paid Holidays
- Opportunity to make a positive impact on individuals & the community