

Faith in Action Caregivers, Inc.

Faith in Action Caregivers, Inc.
2520 Main Street, Suite 2
Wheeling, WV 26003
www.faithinactionwheeling.org

About *Faith in Action* Caregivers, Inc.

Faith in Action Caregivers, Inc. movement began in 1984 to bring together volunteers of many diverse faith traditions to help people, who have long-term chronic health needs or disabilities, maintain their independence by providing non-medical assistance with daily activities. **The mission of *Faith in Action* Caregivers, Inc. is to support the independent living of older adults and people with disabilities through the shared ministry of faith communities.**

Faith in Action Caregivers, Inc. program was established in Wheeling, West Virginia in 1995 and is governed by a local Board of Directors, who is comprised of clergy and laity in the counties that are served. *Faith in Action* Caregivers, Inc. is not a federal, state or local government sponsored program. As an independent non-profit, the organization is supported through local individual and business donors, local congregations, special event fund raising, and foundation grants. No income is ever generated from a fee for service regardless of the income level of those receiving assistance.

Faith in Action Caregivers, Inc. Wheeling has an active Board of Directors, small manageable team, solid volunteer base, strong financial position, and is well respected in the communities it serves. Communities served are Ohio County, WV; Marshall County, WV, and Belmont County, OH.

Location

This position is in Wheeling, West Virginia. Wheeling has a population of approximately 27,000. It is a vibrant Arts community and known as the Friendly City. Wheeling is rich in history, is a close-knit community and has excellent school systems. Various festivals, cultural events, and live performances occur throughout the year. Beautiful city parks and resorts are available year-round.

Wheeling is considered an unofficial suburb of Pittsburgh, Pennsylvania, which is only one hour from Wheeling. Wheeling is also only two hours from Columbus, Ohio.

Position Overview

The Executive Director (ED) is a strategic leader responsible for the vision, administration, fundraising and the success of the mission. The ED works closely with the staff, board, volunteers, care receivers, and donors; and serves as the spokesperson and advocate for *Faith in Action* Caregivers, Inc. Wheeling.

This is a full time, exempt, and salaried position.

Compensation & Benefits

Salary Range: Starting at \$42,500

Benefits: Medical and retirement benefits are available. More details will be provided during the hiring process.

Additional: Paid time off and flexible work schedule.

Candidate Qualities and Qualifications

Faith in Action Caregivers, Inc. Wheeling is seeking a candidate who possesses the following qualities and experience:

- Bachelor's Degree from four-year College or University and five years related experience/training; or equivalent combination of education and experience
- Experience working in non-profit agencies
- Grant writing skills and ability
- Skill and ability to present a professional image to all stakeholders and the public.
- Excellent written and oral communication skills. Proven experience in public speaking to small and large groups
- Ability to organize and manage fundraising events
- Skills and experience in managing staff and volunteers
- Attention to detail and organization
- Competent computer skills including Microsoft Office, QuickBooks, and data bases
- Strong marketing and public relations skills
- Fiscal management and responsibility
- Ability to collaborate with a Board of Directors

How to apply for Executive Director, Faith in Action Caregivers, Inc. Wheeling

Go to www.faithinactionwheeling.org and complete the application, print, sign and scan. Send application, resume, and a cover letter to faiedsearch@gmail.com. Deadline for submission is December 31, 2025.