

August 2, 2024

Position Announcement: Director, Falmouth Community Veterans Center

The Falmouth Community Veterans Center in Falmouth, Massachusetts, is excited to open the search for its first Director. We are seeking an organized, responsive, goal-oriented leader and creative problem-solver to join our team. Having a passion for community service and supporting Veterans is a plus.

Mission:

The Falmouth Community Veterans Center is managed by Joe Q Veteran Coffee Break, Inc. (501(c)(3)) as a meeting place for all people with a connection to the military, uniting people and organizations who support and provide resources to connect, honor, and serve Veterans, military members, and their families. Center operations are funded entirely by donations and grants, and staffed by volunteers.

Summary:

The Falmouth Community Veterans Center opened on Memorial Day 2024 and has developed strong partnerships with community leaders and volunteers who are central to its operations. We are continuing to develop programming, outreach and collaboration activities, policies and procedures to deliver the best possible resources to area Veterans and their families.

The Director will be an integral part of this critical resource for Falmouth and surrounding communities. Working closely with the Board of Directors (Joe Q Veteran Coffee Break), this position will manage and maintain daily facility operations, programming, financial and administrative management of the Center, as well as represent the Center throughout the community by participating in events, expanding community outreach, and partnering with area organizations.

Responsibilities include but not limited to:

- Identifies, assigns, trains and supervises work of volunteer staff
- Fosters a congenial atmosphere of inclusion and an environment conducive for recruiting and retaining volunteers and for maintaining a thriving, welcoming Veterans Center
- Performs ongoing financial management and long-term planning, monitoring and reporting. Works with the Board of Directors to develop annual operating budget, maintains financial records, prepares reports
- Works with the Board in the development of strategic planning, establishing goals and objectives for the Center
- Conducts community outreach by developing programs, hosting community activities and meetings that further the mission and benefit the community
- Works to grow participation in Center activities, by creating and promoting programming; maintains visit/use data records
- Works closely with the Board's social media manager to maximize visibility in the community
- Identifies maintenance needs of building, grounds, and equipment; maintains adequate supplies for Center operations
- Participates in educational activities and Veteran groups to stay current with developments and best practices in Veteran Center management

Required Knowledge, Skills and Abilities:

- Supervisory skills, especially related to working with volunteer staff, and coordination of programming and daily facility operations
- Ability to serve as an articulate spokesperson for the FCVC
- Experience developing partnerships and identifying creative solutions
- Ability to create and maintain a database of volunteers, guests, collaborators and presenters
- Interpersonal/team interaction skills, work with diverse community and variety of committees
- Basic financial management skills to develop and maintain operational funding
- Basic proficiency with word processing, data management and presentation software (e.g., Word, Excel, and PowerPoint or equivalent programs)

- Ability to work independently as well as productively as part of a team to accomplish mutual goals
- Excellent organizational and communications skills
- Must pass a MA Criminal Records (CORI) check

Additional Knowledge, Skills and Abilities (beneficial but not required):

- Experience in development and fundraising
- Skill with social media including Facebook, "X," Instagram, and website management
- Background or experience with military life, culture and service terminology

Qualifications

- A combination of education and experience that demonstrates the ability to support a nonprofit organization and manage a Veterans center staffed primarily with volunteers.
- Willingness to attain CPR/First Aid Certification and Mental Health First AID/Crisis Intervention Training within the first 90 days of employment
- Even if you do not have one hundred percent of the skills outlined above but are passionate about the work, we encourage you to apply.

Physical Requirements:

- The ability to meet the physical demands of functioning and moving materials in a standard office environment

Classification and Compensation: This is a part-time (30 hours/week), salaried position; range \$40,000-\$45,000 with potential for negotiation and opportunity for growth. Paid professional development for approved courses. Work schedule is flexible and requires some weekend and evening hours. Paid benefits include MA State holidays, 10 vacation days, and 5 sick days during the first year. No healthcare or retirement benefits currently offered.

Location

The Director is based at the Falmouth Community Veterans Center, 300 Dillingham Ave., Falmouth, MA.

Reporting

The Director reports to the Board.

Application Instructions: To apply, please send your cover letter addressing your experience and qualifications in relation to the responsibilities of this position and resume as **a single PDF** to Contact@fcveterancenter.org

Please visit the [FCVC](#) and [Joe Q Veteran Coffee Break](#) websites to learn more about our work.

The Falmouth Community Veterans Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. The FCVC is committed to providing access, equal opportunity, and reasonable accommodation for all individuals in employment practices, services, programs, and activities.

Diversity, Equity and Inclusion at the Falmouth Community Veterans Center

The work we do is stronger when shaped by a diversity of knowledge, perspectives, and experiences. We strive to welcome, respect, and amplify differing voices. We value individuals as they are, with all their differences in race, age, ethnicity, gender identity, sexual orientation, religious beliefs, language, and mental and physical abilities.