

Job Title: Executive Director -Pottstown Cluster of Religious Communities

Job Description:

The PCRC is seeking a new Executive Director. This is a full-time position to be filled in the spring of 2023. The director is responsible for the overall management of the organization including program development, fundraising and staff administration. Additional responsibilities include developing and maintaining collaborative relationships with our community partners in the greater Pottstown area and working with government organizations. The executive director will report to the PCRC Board of Directors. Salary range \$75,000-\$90,000.

Successful Candidates will have the following:

- Fundraising, development and grant writing experience
- Ability to formulate and manage a budget
- Proven nonprofit experience
- Willingness to collaborate and work with a diverse group of nonprofits, and government organizations
- Minimum education requirement Bachelor's degree, Master's preferred

Additional Skills and Responsibilities

Have a passion and interest in the needs of the Greater Pottstown Community in the areas of food insecurity, housing stability and job development. The position requires excellent skills in the areas of leadership, communication, and management.

Leadership: provide leadership in the implementation of the strategic plan, motivate and empower staff, and ensure the financial stability of the organization

Communication: effectively communicate with staff, board members, donors, community partners, and government organizations through written communication and public speaking

Management: manage a diverse group of staff, work with both on-site and remote staff and maintain and develop staff with open communication and accountability

To apply, please send a résumé by e-mail to board@pottstowncluster.org to the attention of Jill Dennin, please note "executive director position" in the subject line.

Celebrating Over 50 Years of Service