

OPEN POSITION:
Interim Director of The Maker's Place
Diaper Bank and Family Resource Center

Classification: Exempt (Part Time, 20-30 hours/week)
Supervisor: Capital District Superintendent and Maker's Place Board of Directors

Covenant of Affirmation and Welcome

In covenant with God and with one another, the Maker's Place affirms that all people are made in the image of God, and are of sacred worth and value. We offer our openness, acceptance, and support to all people, regardless of race, color, national origin, ethnicity, age, gender, disability, immigration status, language, economic condition, sexual orientation, gender identity, or religious identity. We unequivocally stand against hatred or violence against persons on these or any other basis. Members of the LGBTQ+ community are affirmed and welcomed members of our Maker's Place community, and are beloved children of God. As a faith-based organization, we support and affirm LGBTQ+ persons in all facets of lay and ordained ministry in the United Methodist Church and in our Maker's Place community.

Maker's Place Values

- **Radical Hospitality** - We welcome everyone as a beloved child of God.
- **Abundant Community** - Everyone has gifts to share; and everyone is called to be makers of better lives and communities.
- **Authentic Mutuality** - We celebrate the strength that comes through diverse and inclusive partnerships.
- **Practical Divinity** - As part of our Wesleyan heritage, we believe in putting love into action; true faith is put into practice through love of God and neighbor.

Organization Description: The Maker's Place is an initiative of the United Methodist Church of Greater New Jersey (GNJ). Launched in July 2018, we are a non-profit organization and faith-based community in the capital city of Trenton. Our mission is to connect neighbors with neighbors, so that families living in poverty can be makers of better lives and communities. We've launched a diaper bank in Trenton that serves over 1,000 families a year, and we intend to grow into a family resource center and Christian community that can live out the principles of radical hospitality, unconditional love, and asset-based development.

Position Summary: A 20-30 hours/week Interim Director to work for the 12+ months, starting in July 2021, focusing on four key areas: communications, donor relationships, organizational management, and operational essentials. This position has the potential to renew and/or increase to full-time, starting in July of 2022.

Essential Functions:

- Provide executive leadership and work collaboratively with current staff (a part-time Assistant Director), volunteers, and nonprofit board, recommending timelines and resources needed to achieve strategic goals;
- Oversee regular programming of the Maker's Place, including nonprofit services provided by the Maker's Place "Diaper Depot" and other related services, especially on-site leadership 1-2 days per week, at "Diaper Depot" distribution events;
- Provide regular communication to member families, donors, and institutional partners (primarily UM churches) through multiple communication streams, including a monthly email update, regular social media posts of Facebook and Instagram, occasional print media mailings and publications, and potential public speaking engagements;
- Supervise Maker's Place paid staff and volunteers, including recruiting, equipping, and overseeing volunteers from Maker's Place community families and GNJ United Methodist congregations, to carry out the essential functions of ministry;
- Cultivate, maintain, and develop donor relationships, including tracking donations in a donor database, writing thank-you notes, and writing bi-annual fundraising appeals;
- Keep up-to-date records through data collection and entry, so as to measure successes that can be effectively communicated to the board, funders, and other constituents; maintain budgets and track expenditures; oversee policies and best practices with respect to the Maker's Place "Safe Sanctuaries" policy; work with the Maker's Place Board of Directors to ensure legal and organizational requirements are upheld;
- Embody and give voice to Maker's Place core values of radical hospitality, abundant community, authentic mutuality, and practical divinity, in such a way that fosters and energizes an organization-wide culture;
- Embody and model the joyful pursuit of spiritual disciplines and John Wesley's "Three Simple Rules": do no harm, do good, and stay in love with God.
- Some manual handling and lifting (approx. 25 lbs.) of diaper boxes, bags, and bins.

Core Competencies:

- Christian faith and character; passionate about Christian witness, social justice, and working with people living in poverty/marginalized communities
- Build and maintain relationships that are rooted in honesty, integrity and honor confidentiality
- Comfortable and confident interacting with diverse groups of children, youth, parents, and clergy, as well as people across a wide theological spectrum
- Communicate clearly and accurately, in writing and orally, with unifying messages that move people to action
- Strong organizational skills
- Attend to details and deadlines
- Work cooperatively with others to produce innovative solutions
- Develop leadership in others

Qualifications:

- Experience working in urban contexts and/or with low-income populations;
- Experience in non-profit and/or Christian ministry settings;
- Proficient in technology and cloud-based computing systems (Google Drive, MS Word, MS Excel, etc.) and Social Media platforms (Facebook, Instagram, etc.)

Education:

- Bachelor's Degree or related experience in mission or other church, human and organization areas
- Master in Divinity preferred

Spanish fluency is strongly desired.

Contact:

Please submit a resume and cover letter to Tracey Feick at tracey_feick@hotmail.com.