



Saint Francis SERAPH MINISTRIES

Caring for Community | Advancing Change

JOB TITLE: Director of Sarah Center

REPORTS TO: Executive Director, St. Francis Seraph Ministries (SFSM)

POSITION PURPOSE: The Director of the Sarah Center will oversee and manage all aspects of Sarah Center programs at SFSM. The Director will support the mission, vision, and values of the organization and will collaborate with other SFSM staff in effectively advocating for clients. This is a full-time position that includes a generous benefits package.

The Sarah Center has a rich history here in Cincinnati. Originally developed as a spiritual place for women to meet and build community while taking classes in sewing, jewelry making, and personal development, the Sarah Center has expanded its services to include a specialized program called #Stitched# and classes in quilt-making and habit-making

JOB RESPONSIBILITIES:

- Direct and grow Sarah Center programs in alignment with SFSM's strategic plan.
- Supervise Sarah Center staff, volunteers, and students.
- Maintain an active presence in the community, building and maintaining relationships with referral sources and partners.
- Oversee curriculum development for Sarah Center programs.
- Manage and maintain the physical space, supplies, and equipment within the Sarah Center.
- Connect with various organizations to obtain donations and supplies.
- Assure compliance with standards for safety, best practices, and overall aesthetics for the Sarah Center.
- Provide program information and data for grant applications and help administer grant funding appropriately.
- Collaborate with other SFSM staff to support the success of the overall organization.

QUALIFICATIONS:

- Bachelor's degree
- 5-8 years of program management experience
- Excellent interpersonal and communication skills with diverse groups of people
- An action-oriented, adaptable, and innovative approach to program planning
- Proficient in Microsoft Office and database tools
- Ability to work flexible hours, when needed
- Experience in the nonprofit field preferred, but not required
- Commitment to the mission and values of SFSM

Applicants: Please send cover letter and resume to **Ms. Annise Anderson** at AAnderson@sfsministries.org. On the subject line of your email, please type **Director of Sarah Center**.

**St. Francis Seraph Ministries
1615 Republic Street
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