

Executive Director of Respite Care at Williamsburg United Methodist Church

Respite Care of Williamsburg United Methodist Church is seeking an Executive Director who can lead the organization forward in this challenging season and beyond. The Executive Director oversees the Respite Care program, a week-day afternoon ministry which provides social engagement and stimulating activities for dependent seniors, allowing their care partners time to replenish. Other responsibilities include fundraising and financial management; writing and managing grants; program visibility in the community; effective teamwork with staff, volunteers and the staff and volunteer management; working effectively with the Respite Care Board of Directors to meet short and long-term goals; and developing and promoting opportunities for caregiver support.

The successful candidate will be a collaborative manager who builds connections with clients, their families, and the community. In addition to strong communication skills, this position requires a deep commitment and experience meeting the needs of dependent seniors, and a current knowledge of best practices.

Qualifications:

- Minimum of a B. A. in a health or social services field
- Minimum of 3 years of related experience in a health or social services setting
- Demonstrated grant-writing experience
- Management experience in a health care environment
- Strong communication skills
- Report of TB screening required upon employment and annually thereafter
- A background check completed upon job offer

The Executive Director reports to the Respite Care Board of Directors and WUMC clergy. Job status is **part-time, 26 hours per week.**

For more information about the program, visit williamsburgumc.org and select Let Us Help from the top menu, then select Respite Care from the drop-down menu.

To apply, please send your resume and cover letter to: 500wumcsprc@gmail.com