**Position Title :** Assistant Director
**Organization :** Felician Community Services
**Salary: $**65,000 - $72,000
**AFP-WNY Post Date**: 10/9/26

**DEADLINE TO APPLY: Open**

**Assistant Director**

Felician Community Services is a growing nonprofit serving the Buffalo NY area. We are seeking an Assistant Director who will collaborate with the Executive Director to ensure effective and sustainable long-term ministry operations. This includes mission alignment, fund development, strategic planning, corporate compliance, efficient program and service delivery, and financial and budget management. This role oversees the successful implementation of community and fundraising events, community outreach, and needs assessment. The Assistant Director will be responsible for attaining a portion of the ministry's annual fund development goals, including but not limited to an annual goal for the cultivation and stewardship of individual donors and fundraising event revenue.

Mission and Core Values:
Felician Community Services promotes growth and well-being through programs and services infused with respect, compassion, transformation, solidarity, justice and peace.
Respect for Human Dignity, Compassion, Transformation, Solidarity with the People in Need, and Justice & Peace.

Primary Job Functions:
Mission
- Supports and participates in ongoing education related to Charism, Mission and Core Values
- Directs their areas of accountability in accord with the Charism, Mission, and Core Values
- Aids in the implementation of the annual Charism and Mission Integration Plan in their areas of responsibility

Operational Excellence

- Collaborates with the Executive Director and program staff to deliver impactful, efficient, and mission-aligned programs and services.
- Serves as point person for the ministry in the absence of the Executive Director.
- Proactively seeks out information, education, and data regarding local, state, and national best practices related to Felician Community Services programs and non-profit operations.
- Serves as main point person for IT and facilities needs.
- Gathers and assesses program outcome data and assists the ED in identifying trends and community needs.
- Monitors program effectiveness and makes recommendations to the ED as needed.
- Oversees special events offered to the community, including logistics, communications, budget management and event sponsorships.
- Completes assigned reporting/requested information regarding program operations.
- Maintains compliance with organizational policies, procedures, and partner agreements.

Fund Development

- In collaboration with the Executive Director, identifies and implements strategies to cultivate individual donors, expand our donor database, and steward givers to deepening connection with the ministry and our mission.
- Responsible for attaining a portion of the ministry's annual fund development goals through donor and sponsor solicitation and other fundraising responsibilities.
- Utilizes Felician Community Services' social media and email communication channels to reach potential supporters and engage them with the mission.
- Plans and implements fundraising events as outlined in the Felician Community Services Fund Development plan.
- Attends in-person and online professional development opportunities to grow personal knowledge of fundraising best practices, network with local like-minded organizations, and explore innovative fund development opportunities.

Corporate Compliance

- Serves as the Corporate Compliance Officer for Felician Community Services.
- In collaboration with the Executive Director and Hopebound Ministries' President, conducts an annual Risk Assessment and develops an action plan to address any outstanding areas of concern.
- Implements agency policies for customer service, Risk Management, and Loss Prevention.
- Ensures all staff and volunteers understand organizational policies and procedures, delivers training modules as needed, and raises all compliance concerns or questions to the Executive Director of Felician Community Services, Hopebound Ministries' HR, or Hopebound Ministries President.

Internal and External Relationships

- Works closely with the Executive Director to communicate regularly regarding donations, donors, sponsorships, or potential funding opportunities.
- Engages program participants and the broader community to build trust and long-term relationships.
- Attends organizational partnership meetings and/or training sessions.
- Serves as an advocate and representative of Felician Community Services.
- Seeks and maintains strong community partnerships with local service providers and potential donors to strengthen financial support of Felician Community Services' programs.
- Maintains strong working relationships with the Executive Director, staff, volunteers, and community partners.

Essential Qualifications:

- Bachelor's degree required
- 5+ years nonprofit experience, preferably in a faith-based environment
- Proven fundraising experience from various sources including Individuals, events, Foundations, Corporations, and Major Donors
- Must be highly organized with attention to detail
- Possess strong boundaries and able to maintain confidentiality
- Able to manage several initiatives simultaneously while effectively collaborating with internal staff and external organizations
- Ability to engage others and communicate vision, inspiring confidence and trust
- Excellent written and oral communication skills
- Possess analytical and problem-solving skills

- Strong computer skills
- Demonstrated ability in providing a high level of customer service
- Ability to effectively interact with a diverse community of people, students, and vendors of services
- A commitment to the Felician core values of service
- Valid driver's license and auto insurance

Status:
- Exempt/Full-Time

If interested in this new opportunity, send your resume to:
info@feliciancommunityservices.org