

May 2025

Position Announcement: Director, Falmouth Community Veterans Center

The Falmouth Community Veterans Center in Falmouth, Massachusetts, is excited to open the search for a Director. We are seeking an independent, energetic, and creative leader with passion for community service and support for Veterans to direct the Center's daily operations and outreach.

Mission:

The Falmouth Community Veterans Center is managed by Joe Q Veteran Coffee Break, Inc. (501(c)(3)) as a meeting place for all people with a connection to the military, uniting people and organizations who support and provide resources to connect, honor, and serve Veterans, military members, and their families. Center operations are funded entirely by donations and grants, and staffed by volunteers.

Summary:

The Falmouth Community Veterans Center opened on Memorial Day 2024 and has developed strong partnerships with community leaders and volunteers who are central to its operations. We are continuing to develop programming, outreach and collaboration activities, policies and procedures to deliver the best possible resources to area Veterans and their families.

The Director will represent the Center throughout the community, expand community outreach, and partner with area organizations to deliver resources to Veterans and their families in Falmouth and surrounding communities. Working closely with the Board of Directors (Joe Q Veteran Coffee Break), this position will manage daily operations, develop programming, and oversee the budget and finances of the Center.

Responsibilities include but not limited to:

- Recruits, trains, and supervises volunteer staff, assigning work and fostering a congenial atmosphere of inclusion that promotes a thriving, welcoming Veterans Center.
- Performs ongoing financial management and long-term planning, monitoring and reporting.
- Develops an annual operating budget in collaboration with the Board of Directors, maintains financial records, and provides regular reporting.
- Works with the Board to develop strategic plans, establishing goals and objectives for the Center.
- Acts as a spokesperson for the Center.
- Conducts community outreach by developing programs, hosting community activities and meetings that further the mission and benefit the community.
- Takes the lead role in developing a clear marketing strategy that increases visibility in the community, improves volunteer recruitment, and promotes collaboration with community partners.
- Maintains and analyzes visit and use records and makes adjustments to programming and promotion.
- Participates in educational activities and attends meetings of a cross-section of Veteran groups to stay current with developments and best practices in Veteran Center management.
- Participates in regular training including but not limited to health and safety training such as CPR/First Aid Certification and Mental Health First Aid/Crisis Intervention (within the first 90 days of employment), and program training such as Volgistic, the Center's volunteer management software and Constant Contact, marketing, event planning, and online newsletter software.

Required Knowledge, Skills and Abilities:

- Supervisory skills with experience working with volunteer staff.
- Excellent organizational and communications skills for coordination of programming and daily facility operations.
- Written and spoken communication skills.
- Experience developing partnerships and identifying creative solutions.
- Ability to create and maintain a database of volunteers, guests, collaborators and presenters.
- Interpersonal/team interaction skills, work with diverse community and a variety of committees.
- Basic financial management skills to develop and maintain operational funding with a willingness for further training.

- Basic proficiency with word processing, data management and presentation software (e.g., Word, Excel, and PowerPoint or equivalent programs).
- Ability to work independently as well as productively as part of a team to accomplish mutual goals.
- Must pass a MA Criminal Records (CORI) check.

Additional Knowledge, Skills and Abilities (beneficial but not required)

- Experience in nonprofit development and fundraising.
- Skill with social media including Facebook, "X," Instagram, and website management.
- Background or experience with military life, culture and service terminology.

Qualifications

- A combination of education and experience that demonstrates the ability to support a nonprofit organization and develop and manage a Veterans center staffed primarily with volunteers.
- Prior military service preferred.
- Even if you do not have one hundred percent of the skills outlined above but are passionate about the work, we encourage you to apply.

Physical Requirements:

- The ability to meet the physical demands of functioning and moving materials in a standard office environment.

Classification and Compensation: This is a full time, salaried position; range \$55-\$60,000 with opportunity for growth. Paid professional development for approved courses. Work schedule is flexible and requires some weekend and evening hours. Paid benefits include MA State holidays, 10 vacation days, and 5 sick days during the first year. No healthcare or retirement benefits currently offered.

Location

The Director is based at the Falmouth Community Veterans Center, 300 Dillingham Ave., Falmouth, MA.

Reporting

The Director reports to the Board.

Application Instructions: To apply, please send your resume and cover letter addressing your experience and qualifications in relation to the responsibilities of this position as **a single PDF** to Contact@fcveterancenter.org.

Please visit the [FCVC](http://fcvc.org) website to learn more about our work.

The Falmouth Community Veterans Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. The FCVC is committed to providing access, equal opportunity, and reasonable accommodation for all individuals in employment practices, services, programs, and activities.

The work we do is stronger when shaped by a diversity of knowledge, perspectives, and experiences. We strive to welcome, respect, and amplify differing voices. We value individuals as they are, with all their differences in race, age, ethnicity, gender identity, sexual orientation, religious beliefs, language, and mental and physical abilities.

