



October, 2025

Position Announcement: Center Director

The Falmouth Community Veterans Center in Falmouth, Massachusetts, is excited to open the search for a Director. We are seeking an independent, energetic, and adaptive 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, managed by Joe Q Veteran Coffee Break (501(c)(3)), is an inclusive meeting place open to all who share a connection to the military. Our mission is to foster fellowship and unite community members and organizations 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 staff and volunteers , 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.
- Manages facility upkeep, including coordinating cleaning, repairs, vendors, maintenance tasks, and safety inspections.
- Acts as a spokesperson for the Center.
- Conducts community outreach - connecting with, facilitating and advising program providers, 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 and promotes collaboration with community partners.
- Improves volunteer recruitment.
- Maintains and analyzes visit and use records and makes adjustments to programming and promotion accordingly.
- 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 Volgistics, the Center's volunteer management platform and Constant Contact, marketing, event planning, and online newsletter software.

Required Knowledge, Skills and Abilities:

- Strong leadership and 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 a 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., Google Docs, Sheets, and other Google Workspace 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, including Little Green Light software program.
- 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 \$70-\$75,000 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 cover letter addressing your experience and qualifications in relation to the responsibilities of this position and resume as **a single PDF** to Contact@fcveterancenter.org.

Please visit the FCVC 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.

Diversity, Equity and Inclusion at the Falmouth Community Veterans Center

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.

