Oct 2024

Announcing the "Growing Thru Grief Program Director" Opening

Growing thru Grief (GTG) is a community-based group offering grief support and education to people who have lost a loved one. Each week, after a speaker opens the program, participants meet in small groups to share their grief journey experience and challenges. These groups are led by well-trained facilitators.

We are open to anyone of any faith, or no faith at all. There is no charge to attend, and pre-registration is not required. We meet weekly on Tuesdays from 4-6pm at St. Paul's Lutheran Church in Durham. More information can be found at www.growingthrugrief.org.

GTG was formed 11 years ago and is hosted by St. Paul's. We are supported by a Coalition of 18 community and faith-based religious organizations, which make up our advisory Board. An Executive Committee of volunteers run the weekly operations.

A part-time Program Director role will open in early 2025 for someone to lead the GTG organization. This leader's work would be approximately 10 hours per week. Specific responsibilities and tasks, and required abilities, are listed below.

Primary responsibilities:

- Ensure the quality of support and safety for participants and facilitators.
- Oversee an Executive Committee to ensure weekly operations run smoothly.
- Strategize for the sustainability of the organization over time.

Tasks: With input from the Executive Committee and the advisory Board,

- Manage a volunteer Executive Committee to run weekly operations.
- Oversee the training of facilitators and support their important work.
- Recruit and prepare speakers to provide short educational presentations for participants.
- Think strategically about the sustainability of GTG: leadership, operations, finances.
- Maintain a strong advisory Board to support GTG strategically, financially, and for outreach; plan and lead two Board meetings per year.
- Maintain strong positive relationships with St. Paul's and Duke Hospice Bereavement Services.
- Oversee outreach in the community for generating coalition members, participants, facilitators, and speakers.
- Solicit donations from GTG stakeholders during an annual appeal.

Required abilities:

- Understanding of, and compassion for, people who are grieving.
- Ability to recruit, retain and manage volunteers.

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- Understanding of group dynamics and facilitation.
- Ability to think broadly and strategically about the organization.
- Leadership skills to motivate and create a positive organizational culture.
- Strong organizational and effective communication skills.
- Self-starter / takes initiative
- Schedule: Must be available at St. Paul's 3:30-6:30pm most Tuesdays (unless alternate coverage is arranged), plus 2 hours per month for Executive Committee meetings and 2 hours per year for Board meetings. All other tasks can be done at the leader's convenience.

Reporting relationships:
The GTG Program Director will earn a modest stipend for approximately 10 hours per week. This work will be exclusively for Growing Thru Grief, and will be paid by St. Paul's Lutheran Church, using funds that are raised by GTG. As an employee of St. Paul's, the leadership of St. Paul's will hire and oversee the performance of that individual, with input from the GTG Executive Committee and Advisory Board.

If interested, please send resume/CV and cover letter to Joan Eastman at admin@growingthrugrief.org, outlining your relevant experience and why you are interested in this role. Deadline for applications is November 30.