



Bounty of Bethlehem: Executive Director **501-c3 | Hendersonville, NC**

Job Description

For over 41 years, the Hendersonville community has come together to host a Christmas dinner. As seasons change, so do chapters. Now, Bounty of Bethlehem—a nonprofit that ensures no one has to be alone on Christmas Day—is searching for its next director. This is an opportunity to join a fantastic and time-honored team made up of different pockets of our community who have been preparing this dinner for years, creating cherished memories, and coming together for a truly meaningful celebration. **We are proud to partner with The Salvation Army as the host site and the Community Foundation of Henderson County in support of Bounty of Bethlehem.**

BoB is welcoming potential candidates to inquire, learn more, and apply if you feel called to explore this opportunity. **We are looking for a big-picture person who is organized and loves orchestrating teams to inspire great things to happen!**

Responsibilities

- Lead and coordinate volunteers: Guide and support teams handling key event areas like food preparation, volunteer logistics, decor, and music. Many dedicated volunteers return each year; your role is to keep things running smoothly, step in when needed, and maintain the big picture.
- Manage SignUpGenius: Oversee volunteer sign-ups through Sign Up Genius, a user-friendly platform (training provided).
- Communicate with team leads: Check in regularly to ensure every team has what they need before and during the event.
- Work with the board: Maintain a strong relationship with leadership and oversee the Bounty of Bethlehem bank account. This is primarily a volunteer-based Executive Director role with up to an annual stipend up to \$5,000. It offers a deep sense of purpose and a meaningful way to engage with the community. **It's also a lot of fun!**

- Oversee marketing and fundraising: Spread the word through local media, flyers, press releases, and social media. These efforts are well-established but have plenty of room to grow.
- Manage and direct budget and expenses.

Qualifications:

- You feel called to this role and excited about the opportunity to serve.
- You have the time and flexibility to take on a big-picture leadership role, with the busiest season being November and December.
- Experience in executive leadership, operations, or catering could be helpful, but there are no strict requirements—**the most important thing is that you love people.**
- You find joy in bringing the community together in the days leading up to and on Christmas Day.
- You are comfortable with technology, i.e., sending emails, setting up an occasional Zoom call, and managing volunteer sign-ups (or having someone in your network who can support you).
- You think on your feet, work well with different personalities, and love uniting families and community members in service.



*After a candidate is selected in May, all training and support will be provided through the month of June. *If this call speaks to you, we hope to hear from you soon!*

APPLICATIONS DUE: May 15th