



Executive Director Job Description

GENERAL RESPONSIBILITIES:

1) Board Governance: Works with board in order to fulfill the organization mission.

- Responsible for leading ARC in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of ARC to include working with the organization's Controller on the submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support ARC's mission.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for sustainability of ARC's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that ARC can successfully fulfill its Mission into the future.
- Responsible for the enhancement of ARC's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of ARC's operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

5) Fundraising and Communications: Oversees and implements short and long range Fund-Development and Communications Plan.

- Responsible for grant research, creation of grant database and grant cycle calendar.
- Strong grant writing and reporting skills.
- Maintain and establish new relationships with local, state and national foundations.
- Identify, cultivate and develop donor relationships.
- Maintain and establish relationship with media outlets.
- Write and submit press releases.
- Create and implement all marketing campaigns and social media activity.
- Conceptualize and implement all facets of special events and fundraisers

Professional Qualifications:

- A bachelor's degree
- Transparent and high integrity leadership
- Five or more years senior nonprofit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of ARC's strategic future to staff, board, volunteers and donors
- Strong knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Full command of all Microsoft Office platforms, especially Word, Excel, PowerPoint and Publisher
- Knowledge of donor database software
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- Demonstrated and quantifiable fundraising and development achievements, including planned giving

Actual Job Responsibilities:

1. Planning and operation of annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as ARC's primary spokesperson to the organization's constituents, the media and the general public.
4. Establish and maintain relationships with various organizations throughout the community and beyond, and utilize those relationships to strategically enhance ARC's Mission.
5. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the State.
6. Supervise, collaborate with organization staff.
7. Strategic planning and implementation.
8. Fund-raising, planning, development and execution.
9. Oversee organization Board and committee meetings.
10. Oversee marketing and other communications efforts.
11. Review and approve contracts for services.
12. Other duties as assigned by the Board of Directors.

Commensurate with experience and other qualifications. Benefit package includes health insurance, vacation, and 401K eligibility.