

EXECUTIVE DIRECTOR POSITION DESCRIPTION

The executive director is responsible for leadership and management of Avon/Avon Lake Community Resource Services, *a community-based network that assesses needs, provides assistance and connects resources for Avon and Avon Lake residents in a compassionate and confidential manner.* The organization provides the following:

- ◆ emergency food and essentials;
- ◆ holiday clothes and toys;
- ◆ holiday and senior meal baskets;
- ◆ school supplies and backpacks;
- ◆ prescription, housing and auto repair assistance;
- ◆ information and referral; and
- ◆ personal development.

The executive director reports to and works in partnership with the board of directors and is responsible for developing and managing the organization's budget, fundraising, and supervising paid staff and volunteers. This is a full-time, salaried position, including some weekend and evening hours based on events and meetings.

QUALIFICATIONS AND CHARACTERISTICS

- ◆ Bachelor's degree and/or minimum of six years progressive nonprofit or relevant management experience, including supervising staff and working with a board of directors; human services or social work background preferred but not required.
- ◆ Demonstrated ability in public speaking, written and oral communication, and interpersonal relations.
- ◆ Working knowledge of nonprofit fiscal management, including fund accounting and budgeting.
- ◆ Proven experience in fundraising.
- ◆ Ability to project a positive attitude about CRS, both within the agency and the community, and promoting a community agency that is inviting, efficient and fiscally sound.
- ◆ Must be able to take initiative on own and be a self-starter.

RESPONSIBILITIES

- ◆ Oversee all programs, services and activities to ensure high organizational efficiency and morale, and to see that program objectives and client needs are met.
- ◆ Serve as the primary fundraiser for the organization by developing and executing the fundraising and grant-writing initiatives for the agency, playing a key role in the annual Charity Ball, and overseeing the Annual Fund Drive.
- ◆ Hire, train and supervise staff.
- ◆ Recognize and develop the full potential of staff and volunteers.
- ◆ Develop and administer office and personnel policies including approving expenditures.
- ◆ Develop, recommend and administer, in conjunction with the board of directors, an annual operating budget and financial plan.
- ◆ Report to and advise the board of directors; plan agendas and develop background materials, including profit/loss statements and account balances, for monthly meeting of board of directors.
- ◆ Facilitate a regular strategic planning process.
- ◆ Serve as chief liaison and/or an active member with service organizations and key constituent groups.
- ◆ Interface with Avon/Avon Lake businesses, government and community via regular speaking engagements, newspaper articles and newsletters.
- ◆ Other responsibilities that further the mission and development of the organization.

Board President Signature

Date

Executive Director Signature

Date