

## EXECUTIVE DIRECTOR - POSITION DESCRIPTION

---

TITLE:	Executive Director
Type:	Full Time
Organization:	Boys and Girls Club of Round Valley
Location:	Eagar, AZ
Primary Function:	The Executive Director oversees and implements the Club's operations and strategic plan with an emphasis on program development and implementation, staff development and supervision, member attendance, safety and development, facilities, fundraising, and budget management. The Executive Director builds community relationships and the Club's reputation as a professional and reliable youth development organization.
Reports to:	The President of the Board and the Board of Directors

---

### *Leadership*

- Oversees the implementation and delivery of operations, programs, field trips, services, and activities that facilitate achievement of positive youth development outcomes.
- Monitors the supervision of members and guarantees safety of youth.
- Supports the organization's mission and principles and implements the organization's strategic priorities.
- Ensures establishment of and adherence to policies and procedures.
- Is able to adapt to changing circumstances.
- All staff report to the Executive Director and the Director is responsible for the hiring and firing of staff (with Board assistance and approval).

### *Resource Management*

- Manages administrative and operational processes.
- Responsible for the collection of and accounting of member fees and daily fees.
- Responsible for daily accounting of accounts payable in conjunction with the Board Treasurer.
- Manages performance and evaluation of assigned staff.
- Plans and implements a staff development and training program that ensures productive and effective staff performance.
- Provides technical assistance in program design, development, and program operations.
- Manages individual grant reporting requirements and submits grant expenditure reports to Board.
- Develop and implement plan for updating existing technology and resources.

### *Strategic Planning*

- Works with the Board to develop strategic priorities, set goals and objectives with measurable impacts and a timeline. Reviewed on quarterly basis.
- Keeps Board regularly apprised of progress regarding the implementation of the Organization's strategic priorities. Reviewed on quarterly basis

### *Board Responsibilities*

- Provides Board Members with a monthly detailed Director's Report regarding program development and implementation of Club activities and membership information.
- Ensures Board members are informed of safety, financial and personnel needs.
- Develops a work schedule for the school year and the summer to be approved by the Board prior to each season.
- Files appropriate reports to the Board, BGCA and Funders.
- Maintains a professional and courteous relationship with the Board, BGCA and Funders

### *Partnership Development*

- Develop collaborative partnerships with other youth serving organizations, members, parents, families, and community organizations.

### *Marketing and Public Relations*

- Participate in activities to maintain good public relations for club programs, services, and activities.
- Participates in and helps organize fundraising activities
- Ensures that timely and consistent communication is maintained with all stakeholders: parents, board members, volunteers, club champions, individual donors, corporate sponsors, local leaders, and other youth organizations in the area. Communication includes newsletter, Facebook page, web site, and flyers.

### **ADDITIONAL RESPONSIBILITIES:**

May be assigned special projects periodically by the Board of Directors.

### **RELATIONSHIPS:**

**Internal:** Maintain contact with Board of Directors, club staff, volunteers, and club members.

**External:** Maintain contact with potential and current donors, external community groups, parents, funders, elected officials and others as required.

### **IDEAL CANDIDATE WOULD POSSESS:**

- Bachelor's degree PREFERRED
- A minimum of three years' management experience including the supervision of staff.
- A minimum of one year working in programs or operations involving youth.
- A minimum of two years working or volunteering for a non-profit.
- Must have computer skills including Word, Excel, email, publishing/graphic arts.
- Demonstrated ability to organize, direct, plan and coordinate operations.
- Experienced in the art of delegation of duties.
- Leadership Skills, including negotiation, problem solving, decision making, delegation.
- Strong communication skills, both oral and written;
- Must have experience with Social Media platforms (Facebook, YouTube etc.)
- Fundraising and grant writing experience Preferred.
- Ability to establish and maintain effective working relationships with the Board of Directors, staff, community groups, and other related agencies

- Basic knowledge of asset management including financial resources and property.
- Working knowledge of: The mission, objectives, policies, programs and procedures of Boys & Girls Clubs; the principles and practices of managing non-profit organizations; and resources development activities and sources of funding.

**OTHER REQUIRMENTS:**

- Must live in service area.
- Must Pass background check, and obtain a fingerprint clearance card.
- Must have current AZ Driver's license and acceptable driving record.
- Must be able to work independently and be accountable to the Board.

If interested, please submit a resume with cover letter to: The Boys and Girls Club of Round Valley at [kaywilkins@frontiernet.net](mailto:kaywilkins@frontiernet.net) by February 4,2021 at 5:00 pm Mountain Standard Time.