



VOLUNTEER CENTER OF WASHINGTON COUNTY

Executive Director

Job Description

The Volunteer Center of Washington County is a mission-driven organization empowering people for social good. Our programs are focused on inspiring, educating, engaging, and empowering volunteers to help our 55+ local nonprofit partners.

The Executive Director role is a full-time, salaried, exempt position which reports to the full Board of Directors. The intention of the position is to grow the organization, provide vision and strategy around future organizational needs, and strengthen staff capacity while enhancing our organizational culture. The Executive Director upholds our values and brings the energy and eagerness required to move our mission forward. The Executive Director oversees all areas of program and operational management with a special focus on development activities that will allow our organization to expand our key donor relationships and explore opportunities to help grow our organization and ensure a sustainable future.

The Executive Director serves as the chief executive officer of the organization and serves as the primary liaison to the Board of Directors.

Attributes of the position:

- **Innovative, bold, and ambitious.** The Volunteer Center is a highly driven organization and we're constantly innovating to support our local nonprofit partners. The Executive Director needs to be a strong, but thoughtful decision-maker.
- **Organized and Resourceful.** Like most nonprofits, we operate across several functions and priorities. The need for organization and resourcefulness is critical to the success of this role.
- **Motivated by Results.** Understands personal accountability and takes pride in delivering measurable results.
- **Impeccable Communicator.** The Executive Director presents to large groups and interacts on a 1:1 basis with senior leaders in our community, business and agency partners, board members, employees, and volunteers.
- **Driven to Serve.** Our organization is all about helping others through service.

Responsibilities of the position:

Vision & Strategy

- **Strategic Vision.** Lead the senior leadership team in the development and implementation of the strategic plan. Provide strategy and assistance around the budget projections for programming, staffing, training, space, infrastructure, and system needs that will help us more effectively carry out our mission with a focus on continuous quality improvement and growth.

- **Fund Development.** Lead the direction and empower the team on fundraising activities, including maintaining and growing donor relationships, assisting with event planning and execution, attending and speaking at community engagements, grant writing and proposal development. Work with the Board of Directors and staff to create new earned-income streams while supporting already established revenue sources.

Financial Management

- **Budget and Financial Accountability.** Prepare and recommend the annual operating budget to the Board of Directors for approval. Execute on the approved budget, monitor and communicate monthly status to the Finance Committee and Board of Directors. Provide recommendations for any major investments or expenditures that fall outside of the annual operating budget (i.e. capital expenditures or new opportunities for growth). Lead any outside accounting and auditing partner relationships and manage expectations on all contracted services.
- **Staff Benefits and Payroll Management.** Responsible for establishing wages/pay rates and administering the payroll function, including oversight reporting for the Board Treasurer. Administering the Simple IRA program and ensuring all stated benefits (PTO, Holiday Pay) adhere to employment policies as stated in the Employee Handbook.

Staff Development

- **Inspiring Leadership.** Provide effective and thoughtful leadership by building strong relationships with stakeholders at all levels of the organization including staff, volunteers, business partners, donors, the general community, and the Board of Directors while continually reinforcing the Volunteer Center's mission, vision, and values.
- **Staff Growth.** Work with the team leaders to ensure recruitment, interviewing, and selection of key roles support the needs of our growing organization. Work in collaboration with team leaders to ensure a positive experience for new employees and existing team members. Lead and collaborate with the team on annual team goal setting and conduct performance evaluations, as necessary. Lead development conversations to ensure staff is encouraged and empowered to expand their role and contributions to the organization and personal experiences.
- **Professional Development.** Foster a working environment where we learn and grow together. Provide training and development opportunities for staff to enhance professional capabilities and career growth. Help build a cohesive, relationship-driven work environment where each team member is recognized for their successes, contributions, and celebrated for their achievements, milestones. Attend continuing education opportunities, conferences, and/or summits annually to stay abreast of nonprofit management trends, processes, and best practices.

Program Oversight

- **Program Operations.** Work with the Director of Operations and Community Engagement Manager on the strategic planning of the Volunteer Center and the Hub. Ensure our space is used effectively to drive social good with a balance of community, nonprofit partnership collaborative efforts, and private revenue-driving opportunities.
- **Program Impact & Evaluation.** Work with program staff to evaluate programs based on the current strategic plan, developing new methods, while strengthening the current processes.
- **Meeting Facilitation.** Set the organizational meeting and check-in structures on all levels. Facilitate Board and Committee meetings and regular all-staff meetings. Create consistency and structure for staff calendars, internal meetings, and 1:1 meetings with department leaders.
- **Policies & Practice.** Implement practices and develop new policies that reinforce the Volunteer Center's values, promote professional well-being, staff retention, and long-term sustainability.

External Relations

- **Partnership Development.** Strengthen and develop additional programmatic partnerships that will help current programs and deepen ties to the community, funders and other supporters or volunteerism.
- **Special Events.** Take a lead role in directing and implementing fundraising events, such as *Champions of Change* and others.
- In addition, other tasks and responsibilities may be required to support the needs of the organization.

Qualifications:

- Nonprofit professional with a minimum of 5 years' experience in a management role.
- Bachelor's Degree required; advanced degree preferred.
- Proven track record of effectively leading a service organization with a complex array of programs with the ability to leverage staff strengths across program areas.
- Strong management and decision-making skills including the ability to listen, influence, engage, mentor, and lead others to new levels of effectiveness and programmatic impact.
- Demonstrated ability to be an analytic and decisive decision maker who can prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals.
- Exceptional written, oral, and presentation skills with the ability to effectively interface with senior management, staff, the Board of Directors, and external stakeholders.
- Experience in program evaluation, knowledge in nonprofit evaluation methods and tactics.
- Superior project management, organizational, teamwork and interpersonal skills.
- Demonstrated computer expertise with Microsoft Office tools, Google applications, email applications, and database systems.
- Demonstrated sensitivity to diverse issues and comfortability in multicultural environments. Self-motivated, results driven, detail oriented, and adaptable.
- Ability to exercise good judgment, discretion, and confidentiality.
- Must submit to and successfully pass a criminal history background check.