

COMMUNITY SERVICES FUND – Job Description

Job Title: Executive Director
Reports To: President of the Board of Directors
FLSA Status: Exempt
Approved By: Board President and Executive Committee, November 2016

JOB SUMMARY

The Executive Director (“the Director”) manages Community Services Fund (“CSF”) within the budget, policies and guidelines established by the Board of Directors and its Executive Committee. The Director maintains the CSF office, oversees CSF fiscal management to ensure safety of CSF assets, and maintains CSF financial records in accordance with sound accounting practices and auditor recommendations.

The Director promotes CSF through developing positive public relations for CSF and building and maintaining positive relationships with the public, member agencies, worksites, and other nonprofits and fundraising organizations. The Director represents CSF to potential and active fundraising campaign worksites, business and community leaders, the general public, and CSF member agencies.

Necessary competencies for successful performance include: communication; leadership; strategic thinking; planning & organizing; problem-solving and decision-making; energizing and managing people; impact and influence. The successful candidate will be self-motivated, highly organized, and attentive to details and timelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manages annual CSF fundraising campaign, sometimes in conjunction with United Way and Community Health Charities (CHC), including facilitating contact, cultivation, and coordination of speaking engagements and related campaign activities.
- Fosters and maintains positive working relationships with worksite campaign coordinators and local fundraising organizations.
- Researches, identifies, and solicits new fundraising campaign worksites with assistance from Board members as appropriate.
- Ensures compliance with all legal obligations for nonprofits, including maintenance of nonprofit status.
- Manages risk through purchase of insurance, adherence to policies and consultation with attorney or accountant as necessary.
- In cooperation with the Treasurer and Finance Committee, maintains sound fiscal management of Community Services Fund, which includes an annual budget, audits, investments and agency payouts. Assists outside accounting firm as requested so they can prepare accurate monthly financials.
- Oversees making regular bank deposits, submitting accounts payable check requests to outside accountant, preparing campaign billings and distributing monthly financial reports.
- Maintains financial records in accordance with internal recordkeeping policies and practices, and outside accountant and auditor's recommendations.
- Facilitates review of the strategic plan and development of an annual work plan.

- Develops annual report, promotional and campaign materials, news releases and public service announcements. Oversees website. Develops and manages appropriate media and social media presence.
- Develops and manages Community Services Fund brand to ensure appropriate and consistent usage of the brand.
- Oversees management of the CSF databases, including maintaining donor lists, collection of pertinent data and regularly compiling current and historical information relating to worksite giving, contacts, and agency and board membership.
- Promotes Community Services Fund through positive interaction with the public, member agencies, worksites, and other nonprofits and fundraising federations. Represents CSF for the Lincoln Funders Group, Human Services Federation and other community organizations and events.
- Organizes Member's Council meetings and committees of CSF member agency representatives.
- Supports the work of the Board of Directors and all committees/task forces, including facilitating meetings.

SUPERVISORY RESPONSIBILITIES

Recruits, trains and supervises staff, interns and agency volunteers.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

B.A. or B.S. degree in relevant area and managerial experience required. Experience working with volunteer Board of Directors preferred. Experience in fundraising, sales, marketing and/or public relations preferred. Volunteer leadership experience desired.

LANGUAGE SKILLS

Excellent written and oral communications skills. Ability to read, analyze, and interpret financial reports and budgets, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, procedures, meeting records, business correspondence, and promotional materials. Ability to effectively present information and respond to questions from groups of managers, workers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

COMPUTER SKILLS

Excellent keyboarding skills with high level of accuracy required. Proficiency in use of Word, Excel, , e-mail and Internet usage. Proficiency in Apple products beneficial. Must possess capacity to learn software

programs required for specific position and access electronic communications, including e-mail, internet and intranet, on a regular basis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Nebraska Driver's License with proof of automobile insurance

WORK ENVIRONMENT

- This position may require travel.
- This position requires occasional evening and weekend work, and the ability to travel frequently in Lincoln and Nebraska. Occasional regional and national travel required.
- This position must provide own vehicle in performance of agency duties.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed.