

# **Bluecoats of Medina County**

## **Executive Director Job Description**

### **ORGANIZATION OVERVIEW**

Bluecoats of Medina County is an independent member-supported, not for profit organization. Since 2003 Bluecoats has raised and maintained funds that provide financial assistance to the families of safety personnel who lose their lives in the line of duty. This includes police, paid or volunteer fire and emergency/medical personnel. Additionally, the Bluecoats of Medina County organization serves as an information resource and liaison that connects families to federal, state, and other programs that provide relief and support to families of fallen safety officers.

### **JOB OVERVIEW**

The part-time Executive Director is responsible for the successful leadership and management of the organization following the strategic direction set by the Board of Directors.

### **Supervisor Relationships**

The Executive Director is under the direct supervision of the President with guidance from the Executive Committee of Bluecoats.

### **Job Responsibilities:**

- Ensure the mission and core values of Bluecoats are put into practice.
- Participate with the Board of Directors in developing the implementing a vision and strategic plan to guide the organization.
- Foster a high-energy, goal driven, accountable organization.
- Oversee the planning, implantation and evaluation of the organizations programs and services including the annual events and other additional membership events.
- Manage the recruitment, training, mentoring, and planning of volunteers, board meetings, new board member orientation and Board training.
- Coordinate fund raising endeavors including donor cultivation and management, annual appeals, soliciting sponsorships and community outreach.
- Perform the financial management of the organization including billing, accounts, reports audits, non-profit status management and organization budget.
- Act as a chief spokesperson and liaison at public forums.
- Conduct official correspondence on behalf of Bluecoats with members, local governmental entities, and local safety forces personnel to foster partnerships outreach, and publicity for the organization.

- Proactively assist Bluecoats Board Committees in their work by maintaining contact with committee chairs and aiding and guidance as needed.
- Set individual priorities, develop a work schedule, and monitor progress towards goals, and track details, data, information, and activities.
- Keep current all printed material including brochures, annual report, and letterhead.

### **Qualifications**

- Resident of Medina County is strongly preferred but not required.
- Demonstrated leadership ability and supervisory experience.
- Working knowledge of bookkeeping, budgeting, Microsoft office
- Bachelor's degree preferred or equivalent combination of education in a non-profit entity management.
- Knowledge of leadership and management principles as they relate to non-profit organizations.
- Demonstrated success in fundraising by cultivating, soliciting, and stewarding donors.
- Ability to work collaboratively with the Bluecoats board.
- Ability to work with diverse members of the community.
- Ability to maintain social media sites.
- Capacity to learn web-based membership and registration software.
- Experience in maintaining a productive and positive organizational culture.
- Speak, listen, and write in clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- Fiscally responsible.

### **Work Environment and Physical Demands**

Bluecoats does not maintain a physical office space. The Executive Director, as well as other Bluecoats Board members work remotely and are required to provide and maintain his/her own workspace including computer, phone, and any other items needed to successfully complete the duties of this position.

This position is required to regularly use a computer, telephone, and other standard office equipment.

The work environment characteristics and physical demands described above are representative of those an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made in accordance with the Americans and Disabilities Act, to enable individuals with disabilities to perform the essential functions.