

Day of Caring 365

Title: Executive Director

Reports to: Board of Trustees

Position Type: Part Time (25 hours/week) \$25,000

Job Description: The Executive Director is responsible for establishing the direction of the organization with the Board of Trustees, functions as the key fundraiser for the organization, is responsible for being the key spokesperson, and oversees the daily operations. The Executive Director reports to the Board of Trustees and should have 5 – 10 years of leadership and fundraising experience.

Qualifications, Skills, and Abilities: The Executive Director must have a bachelor's degree or equivalent experience. Qualified candidate will be successful in fund raising and marketing. It is essential that the candidate be committed to serving the needs of the homeless and hungry. This person will possess the ability to communicate the mission, vision and values of the Day of Caring (DoC). This person will bring confidence, leadership and management skills, excellent communication skills (both written and verbal), budgeting skills, strategic thinking abilities, and is a trusted and respected representative for the organization. Creativity, flexibility and reliability are crucial to this position. A successful candidate will demonstrate self-discipline, have the ability to analyze all facts before making decisions, be a team player, and be able to explore past boundaries pushing the success of the organization and staff forward.

Duties and Responsibilities

Development

- Develop a fundraising strategy to secure ongoing funding to meet annual operational needs of DoC
- Be the face of DoC and steward the relationships with current individual, corporate, and foundation donors and build relationships with new donors
- Recognize and implement the connections between fundraising strategy and program goals
- Evaluate/maintain ongoing fundraising initiatives and develop new funding sources
- Keep Board of Trustees apprised of status of fundraising goals and engage board members in reaching these goals
- Perform prospect research on foundations, corporations, and individuals to evaluate prospects and increase fundraising
- Develop new and maintain current donors while building relationships
- Prepare and submit donor proposals and foundation grants
- Ensure necessary reports required by funding sources are submitted in a timely manner
- Oversee donor database and acknowledgement process
- Oversee/execute direct mail campaigns including annual fund and membership acquisitions and renewals
- Oversee development and execution of fundraising events

Board of Trustees

- Work in conjunction with the board to develop strategic goals and long-range plans
- Communicate effectively and strategically with written and verbal reports provided to the board
- Conduct orientation for new board members; integrate and engage all board members
- Help develop board leadership and work with the board at multiple levels including board committees
- Work with the Board President to coordinate board meetings schedule, developing agendas, notifying board members
- Prepare appropriate reports for the board regarding strategic results

- Work with the Board Treasurer to maintain the corporate and financial records
- At the request of the Board, serve on various board sub-committees

Financials and Budget

- Develop, oversee, and manage annual operating and capital budgets that meet strategic and programming needs
- Work with the board Treasurer to oversee daily accounting activities
- Ensure monthly financial statements are prepared in a timely manner
- Ensure stewardship of operating budget and adjust budget/programs as necessary
- Work with Board Treasurer, audit firm, and the Accounting Manager to complete annual audit

Communication

- Function as the main spokesperson for DoC
- Routinely make presentations to outside organizations
- Develop, with designated staff, the marketing and public relations focus for DoC
- Create and implement publicity campaigns for fund raising activities
- Strive for positive newspaper articles/social media stories for DoC

Administration and Operations

- Promote and uphold organization's mission and beliefs
- Work closely with Committee Members to coordinate all DoC functions, goals, and objectives to ensure optimum cohesion of programs and activities and sustainable success
- Develop and implement the strategic direction for DoC with Committee Members and the Board of Trustees and ensure annual and long-term goals and objectives are being met or exceeded
- Oversee daily operations with limited administrative support
- Build and nurture a positive work environment
- Ensure that team building is an integral part of the DoC's culture, including regular Committee meetings
- Coach, mentor, motivate, and empower Committee Members and volunteers
- Interview, hire, terminate, and evaluate staff
- Coordinate employee benefits and DoC insurance

Email cover letter and resume no later than October 30, 2022 to: dayofcaring20@gmail.com.