

EXECUTIVE DIRECTOR JOB DESCRIPTION

Under the direct supervision of the Board of Directors, the Executive Director is responsible for managing the overall operations of Kronkosky Place, and implementing the policies and procedures as established by the Board of Directors. The Executive Director will work to ensure the Center complies with all applicable local, state and federal regulations. In addition, the Executive Director is responsible for implementing plans for the future development of the Center, and promoting the Center to enhance membership and community awareness.

All employees are in an 'at will' employment status, including the Executive Director.

GENERAL DUTIES

The General duties of the Executive Director include, but are not limited to, the following:

- A. Developing resources to help ensure the future financial security of the Center.
 - 1. Researching, developing and submitting grant requests to foundations, organizations and other funding sources.
 - 2. Developing and maintaining strong ties with local community donors.
 - 3. Volunteer staffing development
- B. Promoting the programs and activities of the Center to increase membership and facility use through a variety of media options, which include, but are not limited to:
 - 1. Monthly newsletter
 - 2. Newspaper articles
 - 3. Website
 - 4. Acting as spokesperson for the Center in the community.
- C. Maintaining the financial integrity of the center, which includes:
 - 1. All accounting, including payroll, payroll taxes, sales taxes, W-2 forms, etc.
 - 2. Maintaining and reconciling all financial statements.
 - 3. Maintaining and providing all financial records required for the annual audit.
 - 4. Preparing and presenting all required financial reports to the Board of Directors.
 - 5. Ensuring government programs are properly accounted for and maintained according to guidelines set forth by the governmental agencies.
- D. Directing all office and site personnel in the operations of all related programs sponsored by the Center; and ensuring that they comply with the operational policies established by the Board of Directors.
- E. **Perform all other duties as required to ensure a safe and efficient operation of the Center.**

Rev: 1/11

Qualifications

- Minimum 3 years participation in the management of a Senior Activity Center handling a six figure annual budget
- Ability to develop additional sources of revenue and programs
- Budget analysis and management
- Grant writing experience and ability
- Computer skills to include Quick Books and other applicable financial software
- Personnel Management Experience
- Satisfactory completion of background check