

## **Buy Local Greater Kalamazoo Executive Director - Job Description**

This is a part-time position starting at 20 hours per week. Position will increase to 30 or more hours depending on organizational growth.

Please complete our on-line application at <http://www.buyloalkalamazoo.org/director-search> or mail your cover letter, resume & references to Buy Local Greater Kalamazoo, 2411 Parkview Ave., Kalamazoo, MI 49008. Call 269-348-7004 for more information.

The Executive Director reports to the President and Board of Directors of Buy Local Greater Kalamazoo. Salary and benefits are documented in an annual employment contract drafted by the Board President and approved by the Board of Directors.

**Essential Function:** The Executive Director is responsible for managing the general operations of the organization. The Executive Director assures that the mission of Buy Local Greater Kalamazoo is the focus of all events and activities.

- **Memberships:** The Executive Director works with the Membership Chairperson to meet membership goals as identified in the Strategic Plan and yearly Budget including securing new memberships, retaining current members, and enhancing member benefits.
- **Strategic Plan/Annual Report:** The Executive Director works with the Board of Directors to develop and implement organizational Strategic Plan and complete Annual Report at the end of each fiscal year.
- **Budget/Fiscal Management:** The Executive Director works with the Treasurer and Board of Directors to develop yearly budget. The Executive Director monitors all revenue and expenses and is responsible for assuring the fiscal health of the organization. The Executive Director coordinates with the Treasurer to assure that all federal and state permits and licenses are submitted as required and oversees financial records and tax preparation.
- **Marketing:** The Executive Director is responsible for organization marketing and community education including coordinating with the Marketing Chairperson and web site manager.
- **Fund Development:** The Executive Director works with the Fund Development Chairperson for fund development responsibilities including:
  - Sponsorships
  - grant writing
  - fundraising
  - membership recruitment and retention
- **Community Relations:** The Executive Director is responsible for representing the organization at community and member events.
- **Staff Supervision:** The Executive Director is responsible for supervision of staff including short-term contractual positions.
- **Volunteer Management/Intern Supervision:** The Executive Director is responsible for supervision of student interns and volunteers.
- **Event Planning:** The Executive Director works with the Events Committee to plan and implement member events including Coffee Chats, After 5's and community education opportunities.
- **Board Meetings:** The Executive Director works with the President to determine the agenda for Board of Director meetings. The Executive Director attends Board meetings and gives reports.