



# Portage Community Center

*Making Life Better*

## **Job Description for Executive Director**

**June 30, 2014**

**Reports to:** Board of Directors

**Pay Type:** Salaried

**Supervises:** All Agency Staff

**Starting Salary Range:**  
\$45,000-\$50,000

### **JOB SUMMARY:**

The Executive Director is responsible for the administration of all the organization's functions within the policies established by the Portage Community Center Board of Directors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **General Administration:**

1. Works closely with the Board of Directors in visioning and developing long-range strategic plans; reports to the Board regarding implementation plans
2. Implements policies and procedures along with ensuring compliance
3. Develops short and long range goals as well as forecasting future needs
4. Ensures compliance with any government mandates
5. Leads the agency's fundraising initiatives and maintains high standards for donor relations
6. Directs and monitors expenditures; submits an annual budget for Board approval
7. Assures the financial stability of the agency through proper management of agency funds
8. Provides regular financial reports including periodic financial updates to the Board
9. Takes the lead in developing board meeting agendas and supporting materials
10. Orients new Board members and is responsive to Board members
11. Holds ultimate responsibility for handling customer complaints or issues that cannot be resolved by subordinates.

#### **Planning and Organization:**

1. Reviews internal operations; evaluates the effectiveness and appropriateness of services
2. Analyzes data affecting operations
3. Introduces new programs and services
4. Oversees agency facilities, materials, and manages total inventory
5. Conducts regular staff meetings and communicates relevant information with all staff

#### **Personnel Management:**

1. Oversees hiring, evaluation, promotion, discipline and termination of staff
2. Promotes well-being and morale of staff
3. Administers personnel policies and provides Board with recommended policy revisions
4. Researches and recommends employees' benefit plans to Board
5. Defines expectations for staff performance
6. Provides opportunities for staff development

7. Represents the needs of the staff to the Board
8. Ensures that the agency follows fair labor practices and is in compliance with all state and federal labor laws. Keeps the Board well informed of same
9. Holds responsibility for handling employee complaints through the appeal process

### **Community and Professional Development:**

- Recommends and administers marketing and public relations programs along with activities that develop public awareness and goodwill
- Promotes and publicizes the agency's programs, activities, and services within the community
- Works as a leader in the local community to serve the needs of our constituents
- Commits to professional development, both personally and for the staff
- Maintains productive relationships and networks with government and funding organizations, such as the City of Portage, United Way, local foundations, etc.
- Develops and fosters partnerships with other area agencies/organizations
- Keeps abreast of new trends and developments in the human services field

### **EDUCATION, EXPERIENCE, AND SKILLS:**

- ❖ Minimum of a Bachelor's Degree with management and supervisory experience
- ❖ A minimum of 5 years experience in a non-profit setting
- ❖ Proven experience in successful financial management
- ❖ Demonstrated ability to motivate, develop, and train personnel
- ❖ Ability to generate, analyze, and use technical data to give written and oral reports
- ❖ Strong communication skills including public speaking skills and ability to give cohesive, articulate presentations
- ❖ Understands current developments in the local, and broader, human service area
- ❖ Fund development experience desirable
- ❖ Ability to interact positively and productively with a diverse population

### **TO APPLY:**

A current application, cover letter and resume are required and should be sent to the attention of Executive Director Search Committee at 325 E Centre Ave, Portage, MI 49002 or [pccdsearch@gmail.com](mailto:pccdsearch@gmail.com).

Applications are available at the Portage Community Center or on our website at [www.portagecommunitycenter.org](http://www.portagecommunitycenter.org).

Applications will be accepted until a selection is made, with a tentative start date of mid-September 2014.