

SE UPLIFT
JOB DESCRIPTION
Approved 3/6/2017

TITLE: Executive Director

REPORTS TO: Board of Directors

SUPERVISES: 5 FTE Staff

SUMMARY: The Executive Director has overall responsibility for the day-to-day management of SE Uplift, including the hiring, supervision, and evaluation of all employees. The Executive Director is responsible for implementing the decisions of the Board of Directors; drafting the annual budget; financial management and reporting; and implementing the annual action plan, including assigning and monitoring staff workloads. The Executive Director ensures a two-way flow of communication between participating citizens, neighborhood groups, and City agencies. The Executive Director serves at the pleasure of the Board of Directors and works closely with the Board Chair to set agendas, provide information, and support good governance practices of the Board.

PRIMARY DUTIES AND RESPONSIBILITIES

Leadership

- With the Board and staff, develop a vision and strategic plan to guide the organization
- Identify, assess and inform the Board of Directors of issues that affect the organization
- Advise the Board on all aspects of the organization's activities
- Foster effective teamwork among the Board and staff
- Represent the organization to enhance the organization's community profile
- Conduct official correspondence on behalf of the Board as appropriate

Operations and financial management

- Develop an annual work plan that incorporates strategic plan goals and objectives
- Oversee the efficient and effective day-to-day operation of the organization
- Ensure sound financial planning and an accounting system that provides accurate, clear and timely financial information; ensure appropriate financial policies and internal controls
- Identify and pursue public and private funding opportunities and strategic partnerships as appropriate
- Ensure the upkeep of SE facilities, using green solutions whenever possible
- Oversee facility use policies, tenant relations, and lease agreements
- Ensure appropriate risk management and adequate insurance
- Manage SE Uplift's legal affairs
- Ensure compliance and reporting in accordance with grant and other contracts and local, State, and Federal laws and regulations

Human Resources

- Hire, supervise, support, and regularly evaluate SE Uplift staff and volunteers
- Ensure HR policies and practices that comply with applicable laws
- Ensure staff have the orientation, training, information, and supervision needed to be successful in their jobs

- Assist the Board with Board development activities, including recruitment, orientation, training, evaluation, and recognition

Communications and community relations

- Ensure positive, proactive relationships with all SE neighborhood associations
- Oversee communications strategies for SE Uplift and, along with the Board Chair, serve as spokesperson for the organization
- Work with the Board to ensure transparency of SE Uplift governance practices, processes, and decision-making.
- Strengthen the Board-staff team, fostering opportunities for Board and staff members to work jointly with neighborhood associations and to bring neighborhoods together across neighborhood boundaries on issues of mutual interest
- Develop and maintain cooperative relationships with community-based and business organizations, City officials, bureaus, funders, and other organizations to achieve the organization's goals.
- Provide leadership in collaborating with culturally diverse communities, especially communities of color and underrepresented groups.

Programs and services

- Assist neighborhood associations and the coalition to plan, incubate, launch, and evaluate programs and services responsive to neighborhood association opportunities, interests, and needs
- Oversee and evaluate the Fiscal Sponsorship Program, Small Grants Program, and other SEU programs

Public policy and advocacy

- Communicate and coordinate review of City proposals affecting Southeast neighborhoods and opportunities for citizen involvement in policy making
- Monitor City policy developments and work with staff and Board to shape SE Uplift's participation in advocacy efforts

QUALIFICATIONS

Knowledge, skills, and abilities

- Knowledge of nonprofit governance and management principles and practice, including but not limited to Board roles, responsibilities, and structures; strategic and annual planning; financial planning, budgeting, and reporting; personnel management; risk management; and asset management
- Ability to adapt nonprofit knowledge to the unique characteristics and requirements of a coalition and a coalition Board
- Excellent communication skills: open-minded, a good listener, good facilitator; knows when to step up and when to step back
- Ability to help others achieve their goals with strategic thinking, organizing, and advocacy
- Ability to work with the Board and staff to set and manage priorities and expectations
- General knowledge of and ability to navigate government structures, functions, and culture
- General knowledge of the laws and regulations applicable to nonprofit organizations

Personal characteristics

- Leadership: Takes initiative, resourceful, helps others stay focused on the mission and priorities; can triage resources; works with others to correct course if necessary.
- Integrity: The ability to develop trust and convey transparency of structures and processes
- Respect for all people: Diplomacy, empathy, and the ability to communicate calmly and constructively with difficult personalities, in challenging circumstances, and across differences
- Interest in city government, politics, and processes: Experience and/or interest in learning to navigate City government on behalf of SE neighborhoods and the coalition.
- Willingness and ability to learn: Ability to ask for help when needed and to learn new skills and approaches
- Nimble, pleasant, sense of humor, calm under challenging circumstances, smart at addressing differences

Working conditions

- The office is open to the public Monday through Thursday, 10 am to 4 pm
- The position requires some evening and weekend work
- The position requires the capacity to attend meetings and events across the city
- Applicants must be a US citizen, US national, or lawful permanent resident
- Applicants should be willing to work in a dynamic office environment where projects change frequently depending on the needs of neighborhood associations and volunteers.