



Job Title:	Executive Director	Job Category:	Administration
Location:	37 Academy Lane McIndoe Falls, VT	Travel Required:	Limited
Level/Salary Range:	\$30 - \$35 Hour	Position Type:	Part-Time / 10 to 20 Hrs. Week
Managers:	Board of Director		
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>The Executive Director is the key management leader of the McIndoes Academy Community Center. The Executive Director is responsible for overseeing the organization's administration, programs, finances, budget, and strategic plan. Other essential duties include marketing, community outreach, and fundraising. The position reports directly to the Board of Directors.</p> <p>GENERAL RESPONSIBILITIES:</p> <p>1) ORGANIZATION OPERATIONS: Oversees and implements resources to ensure that the organization's operations are appropriate to fulfill the mission: <i>As a self-sustaining and all-inclusive community center, McIndoes Academy Community Center will continue its enduring educational purpose, enrich the region with events and activities and inspire an appreciation of local history.</i></p> <ul style="list-style-type: none"> ● Responsible effective administration of employees, volunteers, programs, and overall operations. ● Responsible for the hiring and retention of competent, qualified staff. ● Responsible for fundraising to ensure organizational sustainability. <p>2) BOARD GOVERNANCE: Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.</p> <p>3) FINANCIAL PERFORMANCE & VISIBILITY: Works with the Board to maintain and ensure the organization's financial health including budgeting, paying bills, and fundraising.</p> <p>PROFESSIONAL QUALIFICATIONS:</p> <ul style="list-style-type: none"> ● A bachelor's degree or work experience equivalent ● Transparent and high-integrity leadership ● Strong organizational abilities, including planning, delegating, program development ● Ability to convey a vision of the McIndoes Academy Community Center's strategic future to staff, Board, volunteers, and donors ● Skills to collaborate with and motivate board members and other volunteers ● Strong written, oral communication, public speaking, and technology skills (e.g. Microsoft Suite, QuickBooks, Online Platforms) ● Ability to interface and engage diverse volunteer and donor groups ● Demonstrated ability to oversee and collaborate with staff 			

ACTUAL JOB RESPONSIBILITIES:

- Work physically at the 37 Academy Lane, McIndoe Falls location at least 75% of the time, with an allowable up to 25% work from home agreement.
- Serving as the McIndoes Academy Community Center's primary spokesperson to the organization's constituents, the media and the general public.
- Oversees the implementation of vibrant and engaging programs.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance the mission.
- Write grants and solicit annual fundraising appeals.
- Oversee organization of Board and committee meetings.
- Oversee marketing and other communications efforts.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

Employee Signature:		Date
Board Chair Signature:		Date
Last Updated:		January 9, 2024