

Austell Community Collaborative

Part-Time Executive Director

(Up to 24 hours/week)

Mission:

The mission of the Austell Community Collaborative is to gather and unite people and resources to provide innovative learning experiences for the next generation that inspires them to achieve their God-given potential.

Motto:

Out of Unity comes Hope

Purpose of Executive Director Position:

Plan, organize and direct all organization activities to ensure consistency and adherence to established vision, mission and goals/objectives of the Collaborative and its Board of Directors. Ensure compliance with contracts and funding source requirements, including implementation and evaluation of all program activities, development, fiscal management, community, and public relations. Develop new collaborative initiatives, as appropriate, and take lead role in process of securing, maintaining, and expanding funding base.

Major Duties:

1. Ensure that the Collaborative operates in accordance with established federal and state programmatic/fiscal standards, policies and procedures, and goals/objectives.
2. Formulate, recommend, and implement approved goals, plans, operating policies, and procedures to ensure organization's effectiveness.
3. Oversee financial management, including accounts payable, accounts receivable, payroll and banking.
4. Attend all ACC council and committee meetings.
5. Identify, secure, maintain and expand funding from individual, corporate and foundation sources.
6. Coordinate, plan, and establish goals in cooperation with the ACC Board and prepare materials for committees and Board meetings.
7. Work in conjunction with fiscal agent and finance committee in formulation, analysis and monitoring of income, expenses, and capital budgets. Monitor budgets at the organization and program level.
8. Maintain existing and develop new partnerships to expand and/or enhance the mission of the organization and existing resources.
9. Establish regular office hours.
10. Become the "face" of the ACC by promoting the visibility and community awareness of

the Collaborative and its major initiatives.

11. Coordinate digital and print communications.
12. Carry out other duties as assigned.

Qualifications:

Education: Minimum of a Bachelor's degree from College or University in education, human services, public administration, related field, or equivalent experience

Experience: Minimum three years of nonprofit management related to program management, fiscal management, volunteer management, grant management and fundraising experience. HR experience is needed including the hiring and management of talent.

Skills: Knowledge of non-profit management and best practices in the field. Must be a self starter with an innovative, thinking "outside the box" mindset. Proven strengths in leadership, project management, collaboration, multi-tasking, and writing skills are a must. Success in this role requires a strong team player willing to assist with any need within the community.

Impact:

Must interface effectively at all levels internally and externally, be self-directed, and committed to professional best practice standards in the nonprofit field.

Supervision:

Given: Program Manager, Faculty, Staff, Vendors and Volunteers

Received: Board of Directors

Contacts:

Internal: Board of Directors, Program Manager, councils, committees, and member organizations

External: Effectively interact with local, state, and federal organizations to promote organization's mission, programs, and policies/procedures; and at every opportunity works to achieve increased public understanding for the organization.

Constraints:

Physical: Sit and type over extended periods. Stand for extended periods for copying or filing information. Occasionally lift small to medium sized boxes.

Mental: Must be able to work in detail while still comprehending the big picture.

Emotional: Must be able to deal with interruptions and to multi-task work. Deal effectively with staff, volunteers, and member organizations to build consensus on a variety of issues.

Impact:

Must interface effectively at all levels internally and externally, be self-directed, and committed to professional best practice standards in the non-profit field. The reputation of the organization as well as its ability to grow can be limited or compromised if the duties of this position are not adequately performed.

To apply: Please submit a cover letter and resume to info@austellyouthinnovationcenter.com. The cover letter should be concise, compelling, and include why you are the right person for this role.

Austell Community Collaborative is an equal opportunity employer and welcomes people from all backgrounds, experiences, abilities, and perspectives to apply.