JOB DESCRIPTION

AMHERST SURVIVAL CENTER EXECUTIVE DIRECTOR

Position Summary

The Amherst Survival Center Executive Director provides vision, leadership and oversight of the administrative, financial, and programmatic operations of the organization. The Executive Director reports to and works closely with the Board of Directors. This is a full time (minimum 40 hour per week), salaried position. Some evening and weekend activities should be expected.

The Executive Director takes appropriate actions to support a diverse workforce and creates a respectful, inclusive, and welcoming environment for employees, volunteers, participants and visitors.

Essential Functions

Fundraising

- Oversees the development and implementation of fundraising plans to secure adequate income. A major portion of ASC’s income should be derived from the fundraising efforts of the Executive Director, with the active engagement and support of the Board of Directors and the Development Coordinator.
- Cultivates relationships with major donors and local businesses and actively seeks prospective donors.
- Writes and oversees the coordination of the annual mailing soliciting individual donations. Works with the Development Coordinator and the Board of Directors to identify, contact and cultivate potential major donors and other individuals who have the capacity to make substantial gifts.
- Maintains current grant funding and identifies new sources of grant income. Writes and submits proposals.
- Oversees the development and implementation of special events with the involvement of the Development Committee and volunteers.
- Works with the Finance & Human Resources Manager and Development Coordinator to ensure that accurate records of donations are kept.

Management of operations

- Oversees the operation of the Amherst Survival Center, including staff, programs and physical plant.
- Fosters a collaborative work environment, teamwork, and communication.
- Ensures that all ASC staff, volunteers and participants operate in a safe, clean and well-maintained space.
- Supervises staff (currently Program Director, Finance & Human Resources Manager, Development Coordinator, Maintenance Coordinator and Clinic Coordinator), delegating
responsibilities as necessary to effectively serve the organization’s participants and operations, and to accomplish its goals.

- Works with Program Director on setting and achieving program goals.
- Responsible for collating and reporting statistics to foundations, government entities, the Food Bank of Western Massachusetts and other partners.
- Fills in to provide direct services in all program areas as needed when unexpected gaps in staffing occur due to weather or illness, and as part of Thursday night staffing rotation and monthly Saturday morning hours.
- Oversees the hiring of staff and personnel matters, along with the Finance & Human Resources Manager.
- Evaluates and manages staff, handles disciplinary actions as required.
- Handles participant and volunteer matters when disciplinary actions are required.
- Develops, establishes and utilizes organizational performance measurement standards; reports results to board and staff; and, makes necessary changes based upon results.

Community Relations and Communications

- Serves as chief public representative for the organization. Represents the organization to the community, businesses and press, and fosters a good relationship and image within the organization, its participants, and the general and philanthropic community in the ASC service area, which includes portions of Hampshire and Franklin Counties.
- Keeps up-to-date on trends and issues related to the business of the Center and the needs of the community.
- Represents the organization on issue-specific committees relevant to the operations of the organization.
- Communicates with stakeholders with monthly electronic newsletters as well as the organization’s social media (Facebook, Twitter, Instagram).
- Develops and oversees all communications with the press, media, constituent groups (including town government) to ensure accurate information and to support development and program operations.
- Models and fosters open communication with participants and all other parties involved with ASC operations.
- Oversees the organization’s advocacy and outreach activities, ensuring compliance with its nonprofit status and alignment with its strategic goals.
- Ensure organization website is current and supports the operations of the organization, ensures communication with stakeholders and participants.

Fiscal Management

- Provides oversight for the financial affairs of the organization and works in conjunction with the Finance & Human Resources Manager to prepare the budget, financial statements, annual organizational audit and tax reporting.
- Ensures financial policies and procedures are followed.
- Provides support to the finance committee. Ensures ongoing financial growth of the organization.
- Ensures grant compliance and accurate, up-to-date grant reporting.
Board of Directors

● Serves as the principal professional resource to the Board of Directors and key committees, assisting them in matters of policy formulation and interpretation.
● Participates in monthly Board and Finance Committee meetings as well as other committee meetings.
● Communicates regularly and openly with the Board. Prepares monthly Board reports and submits them to Board president in advance of each meeting. Prepares annual report and other agency related information.
● Creates a culture of collaboration between Board and staff based on genuine trust and respect for each other’s contributions of time, talent and resources.
● Implements the policies established by the Board of Directors through the administration of the organization and its activities.
● Leads the development and implementation of the strategic plans into tactical programs and activities.
● Participates as needed on special Board committees designed to reach specific goals.

Other duties as assigned

Qualifications

Required

● Bachelor’s Degree
● Minimum of 5 years of senior management and fundraising experience
● Experience working effectively and appropriately with persons in crisis, with conflict mediation, and in setting professional boundaries
● Demonstrated fundraising success through donor cultivation, grant writing, and corporate and foundation relations
● A commitment to fostering an equitable and inclusive community, preferably with experience, training and competence working in a broad range of communities. A passion for building relationships with individuals from a variety of backgrounds
● Excellent written and oral communication, collaboration and facilitation skills
● Ability to establish and maintain effective relationships with the Board of Directors, staff, stakeholders, collaborating agencies and the community
● Excellent working knowledge of Microsoft Office, social media, communication management, and strategic planning. Skill with Microsoft Excel plus.
● Knowledge of the local community and service area
● Proven ability to foster a team environment and collaborative decision making.
● Valid Massachusetts Driver’s license

Preferred

● Advanced Degree
Physical Demands

Office environment. Ability to lift, carry, push, and pull up to 10lbs. Occasionally may lift up to 25 lb. (mail buckets, boxes, etc.). Requires repetitive motions including hands, wrists, and fingers. Visual: normal concentration.

Compensation: Salary commensurate with experience. Competitive benefits package including: health insurance and 401(k).

Application Deadline: We will begin reviewing applications no later than October 18, 2018. The position will remain open until successfully filled.

Application Procedure: Submit resume, cover letter and three (3) references (names and contact information) in PDF format to EDsearch@amherstsurvival.org.

The Amherst Survival Center is an equal opportunity employer.