

Open Position: Executive Director  
The Volunteer Center of the Triad  
[www.volunteercentertriad.org](http://www.volunteercentertriad.org)



The Executive Director is the key management leader of The Volunteer Center of the Triad. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

### **Leadership & Board Governance**

Responsible for leading The Volunteer Center (TVC) in manner that wholly supports the organization's mission: *The Volunteer Center strengthens our community by creating meaningful volunteer connections. We connect people, promote volunteerism, support non-profits, and build partnerships.*

- Responsible for communicating effectively with the Board of Directors and providing, in a timely and accurate way, all information necessary for the Board to function properly and to make informed decisions
- Attend and guide all Board of Director's, Admin committee and strategic planning team meetings and submit monthly management reports and financial statements
- Work with the Board of Directors to maintain official records and documents to ensure compliance with federal, state, and local regulations
- With the Board of Directors, conduct official correspondence for the organization and execute legal documents

### **Financial Management & Accountability:**

The Executive Director must demonstrate competence in reading, creating, and understanding financial documents, including budgets, cash flow, income statements, balance statements and statements of functional expenses.

- Create and monitor the annual budget
- Create and monitor specific program, grant, and event budgets
- Oversee creation of monthly financial statements and reconciliation reports as prepared by the Financial Manager
- Oversee all accounts payable and receivable as controlled by the Financial Manager
- Manage the annual audit process including creating the 990-tax return in collaboration with staff, Board Treasurer, and the CPA firm (audit team)
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization

### **Fund Development**

The Executive Director oversees all fundraising and should be involved in solicitations of all major donors, sponsors, grants, and corporate partners; continually creating conditions for fundraising success within The Volunteer Center.

- Oversees the implementation of the fundraising plan in collaboration with staff and the Board Fundraising Chair
- Prepares the annual United Way allocation requests and biannual reports and manages the relationship with United Way leaders
- Writes grant proposals, tracks and updates grant reporting
- Creates fundraising, new business development and corporate partner proposal packages
- Identifies donor prospects and moves management processes
- Manages all fundraising activities and job responsibilities of the Development Specialist

### **Programs and Strategy**

The Executive Director is expected to set the strategy for all programming to achieve quality, effective and mission aligned outcomes.

- Oversee all organizations programs and events to ensure their effectiveness in meeting the strategic plan, fundraising plan, and fulfilling the mission
- Manage an annual program and event analysis with assistance from staff, volunteers, and Board of Directors
- Responsible for creation and implementation of the strategic plan in collaboration with the Board of Directors

### **Human Resources**

The Executive Director must ensure that onboarding, recruitment, retention, management and compliance is carried out with excellence.

- Recruit, hire, train, and supervise The Volunteer Center staff in accordance with organizational policies
- Write and annually update job descriptions
- Host weekly or bi-monthly staff meetings
- Conduct annual staff evaluations
- Review and recommend updates to the organization's personnel policies
- Ensure the organization and a staff are in compliance with all employment laws and regulations

### **Community Relations and Communication**

The Executive Director should develop and maintain strong relationships in the nonprofit and volunteer sector, in the Triad area and beyond among peers, donors, corporations, media and more.

- Serve as the primary spokesperson for the organization's constituents, media, and public
- Maintain knowledge of significant developments and trends within volunteerism, service, and the nonprofit community overall
- Establish sound working relationships and collaborations and partnerships with other nonprofit organizations, corporations, companies, and civic groups

### **Qualifications:**

- A bachelor's degree or higher
- Transparent and high integrity leadership
- 5 or more years in senior nonprofit management experience
- Experience and skill in working with a Board of Directors, Councils and/or Committees
- High level strategic thinking and planning
- Demonstrated ability to oversee and collaborate with staff, a team player
- Proven success with fundraising and generating new revenue streams
- Ability to establish successful relationships with individuals, organizations, funders, partners, and volunteers
- Strong organizational abilities: planning, delegating, program development and project management
- Skillset to manage financials: budget prep, analysis, decision making and reporting; QuickBooks experience a plus
- Strong written and oral communication skills, public speaking ability
- Strong work ethic with high degree of energy
- Culture competency and the ability to work with a diverse population

### **Compensation and Application Details**

- Full-time/Exempt Status
- Annual salary based on experience starting at \$50K
- Health and dental insurance coverage negotiated as part of the package
- Paid time off on an accrual basis
- The application process is open as of January 4<sup>th</sup>, 2021 and will close January 22<sup>nd</sup>, 2021
- The selected candidate will begin no later than March 15<sup>th</sup>, 2021
- Please send a cover letter, resume and three references to [HR@volunteergso.org](mailto:HR@volunteergso.org) with the e-mail title: Executive Director application from \_\_\_\_\_ (insert your name)