

Job Description: Executive Director

The Executive Director is classified as a full-time, exempt employee who reports directly to the Advisory Board of the Rotterdam Community Center.

Job Overview:

The Executive Director of the Rotterdam Community Center has oversight and responsibility for programs not paying rent and would be the liaison between the Advisory Board and the Community Partners. The Director would supervise anything needed at the Rotterdam Community Center.

Responsibilities and Duties:

- 1) Monthly written report to the Advisory Board.
- 2) Responsible for maintenance related to property as it relates to health and safety. Quarterly check of building for "critters" and maintenance supplies.
- 3) Will represent the Rotterdam Community Center at networking events with other non-profit organizations, potential funders, and grant programs and will develop relationships with these groups. Is the "Face" of the Community Center.
- 4) Responsible for supervision of community center employees and volunteers, including hiring, discipline, counseling and firing in discussions with the Vice-Chair of the Board of Directors.
- 5) Maintains a schedule of groups utilizing the community center renting or not. Approves space use requests.
- 6) Must process mail, handle correspondence, maintain records, answer Email and phone calls, oversee website, and maintain contracts.
- 7) Run weekly staff meetings.
- 8) Attend monthly Advisory Board meetings as a non-voting member.
- 9) Establish a schedule of their hours and post it.
- 10) Maintains a copy of minutes.
11. Implements policies as established by the Advisory Board.
12. Maintains log and distribution of security fobs, codes, and cards for Entrance into the building. Schedules service for security system.
13. The Executive Director is supportive of the activities of the board.
14. Responsible for preparing space to be used as requested by renters or other programs as needed.
15. Other duties as assigned by Advisory Board.

Food Pantry

Oversight of Bread of Life Food Pantry including but not limited to inventory, ordering, finances, supervising volunteers, and scheduling appointments for clients.

Serves as liaison with the Advisory Board including but not limited to emergencies like fire or flood. Must report any problem that arises to the Advisory Board Chairperson.

Compensation and Benefits:

- 1) Salary based on experience as negotiated with the Personnel Committee with an average of 40hrs/wk. expected.
- 2) Three weeks of paid vacation after 90-day evaluation period. Must submit request for time off to Vice-Chair for personal or vacation time off. Should discuss plan for coverage prior to time off.
- 3) A probationary review will be conducted after 90 days and an annual review will be conducted in September of each year.
- 4) Must submit a time sheet to Vice-Chair for approval.

Skills and Qualifications

- 1). High school diploma required and degree of higher education preferred; long term experience in lieu of degree may be considered.
- 2). Demonstrated skill and competency on web, and social media. Must possess organizational skills.
- 3). Be able to pass a background check.
- 4). Ability to work well with others and participate collegially with staff members, advisory board members and volunteers.
- 5). Agree to abide by all policies and procedures found in the employee handbook.
- 6). Must be welcoming to all people.
- 7). Demonstrated skills in Microsoft Word, Excel, and other platforms needed to perform duties of the position.