

EXECUTIVE DIRECTOR - JOB DESCRIPTION

Classification: Permanent Full-Time

Hours/rate: salary, as negotiated

Reports to: Board President

DUTIES

Program:

- Develop, plan schedule, staff, and insure implementation of all recreational programming with guidance and assistance from appropriate Board committees.
- Develop program budgets, descriptions, schedules, and registration forms.
- Develop, produce and distribute program brochures, program flyers, posters, and schedules as needed.
- In conjunction with the Board of Directors and its committees, develop and review all program policies and procedures, and determine all program fee structures.
- Develop and execute evaluation tools (formal and informal) to provide public input regarding programs. Maintain appropriate program supplies.
- Supervise operation of the Teen Center including staff, policies, scheduling, training, special events, etc.
- Lead the Program Committee of the Board of Directors.
- Lead the design and implementation of Camp Chebeague.

Finance:

- Process program registrations and fees. Track all incoming revenues by recording, receipting, and acknowledging all funds received such as program fees, pledge payments, donations, grants, contractual payments, and fundraisers. Make regular bank deposits.
- Pay operating expenses and record.
- Monitor and maintain current records on other CRC funds and accounts such as the endowment fund and capital account.
- Obtain necessary information to produce biweekly payroll checks, maintain current employee records.
- Prepare and deposit monthly, quarterly, and annual payroll tax liability payments to the IRS and state of Maine.
- Attend budget and fundraising committee meetings.
- Continually look for and execute improvements and streamlining of accounting and administrative processes.
- Alert the Board of important financial successes or concerns.
- Prepare monthly, quarterly, and annual budget updates, in consultation with the Treasurer of the Board.
- Lead the annual budgeting process.
- Develop and maintain a long term capital plan, in consultation with the Treasurer and the Facilities Committee.
- Run all appropriate audits/reports to prepare 990 with accountant

Fundraising & Grant writing:

- Work closely with the Fundraising Committee to develop, plan and implement fundraising projects.
- Work with the Board to determine appropriate grant writing opportunities; lead and execute grant writing and appropriate follow-up activities with grant making organizations.
- Participate with Fundraising Committee in the determination of feasibility, budgeting, and execution of fundraising projects in order to meet or exceed annual budgeted fundraising goals.

Administrative Duties:

- Attend all Board meetings and provide supporting documents as necessary.
- Prepare monthly reports to be presented at the Board meeting, and annual reports to be presented at the Annual Meeting.
- Serve as a liaison between the CRC committees as needed.
- Keep all CRC's corporate papers up to date and accessible.
- With the Board president, prepare monthly Board meeting agendas and supporting materials and distribute to Board members in a timely manner.
- Coordinate with the School and the Town as appropriate.
- Lead and assist the Board in the attainment, review, and revision of long term vision, mission, and strategies.

Human resources:

- Assist the volunteer coordinator and committee to develop, plan and implement the volunteer program.
- Recruit and hire all CRC program employees.
- Develop staff orientation and training.
- Schedule and supervise program staff.
- Perform regular performance reviews on all program staff.
- Organize and facilitate regular staff meetings as needed.
- Create and maintain all job descriptions with appropriate staff and Board committees.
- Maintain current employee records for all staff.
- Review and approve all completed time cards.
- Create and distribute W2, W3, 1099 MISC and 1096 forms before January 31st every year.

Grounds, Facilities & Equipment:

- In conjunction with the Facilities Committee, insure the proper maintenance of the facilities and grounds.
- Be available as needed for CRC "emergency" situations (i.e. alarm response, etc.)
- Manage and record all building keys.
- Maintain all appropriate operating and maintenance supplies.

Public Relations:

- Develop and implement all public relations efforts including Calendar entries, newsletters, press releases, etc.
- Receive and respond to all inquiries, requests for help, suggestions, complaints, etc. in a timely fashion and in a courteous and professional manner.

Miscellaneous:

- Other duties as they arise.