

The Executive Director is the key management leader of Our Community Cares Camp, Inc. (OCCC). The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, financial viability, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

- 1) Board Governance: Works with board in order to fulfill the organization's mission.
 - Responsible for leading OCCC in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- 2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
 - Responsible for the fiscal integrity of OCCC, to include submission to the Board of a proposed annual budget and periodic financial statements, which accurately reflect the financial condition of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Responsible for fundraising and developing other resources necessary to support OCCC's mission.
- 3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
 - Responsible for implementation of OCCC's programs that carry out the organization's mission.
 - Responsible for strategic planning to ensure that OCCC can successfully fulfill its Mission into the future.
 - Responsible for the enhancement of OCCC's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- 4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
 - Responsible for effective administration of OCCC operations.
 - Responsible for the hiring and retention of competent, qualified staff.
 - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Professional Qualifications:

Required

- Transparent and high integrity leadership
- Management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Strong written and oral communication skills
- Ability to engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability to engage and inspire staff, board, volunteers, and community donors
- Ability to convey a vision of summer enrichment programs for underserved individuals
- A passion for ensuring that underserved populations receive healthy, nourishing food

Preferred

- Bachelor's degree or higher
- Five or more years senior nonprofit management experience
- Ability to convey a vision of OCCC's strategic future

Actual Job Responsibilities:

1. Plan and operate annual budget.
2. Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serve as OCCC's primary spokesperson to the organization's constituents, the media and the general public.
4. Establish and maintain relationships with local school principals, Howard Center School Service Team, and other key community members throughout the state who are involved in OCCC's function and utilize those relationships to strategically enhance OCCC's Mission.
5. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization throughout the State.
6. Recruit, supervise, and collaborate with organization staff.
7. Develop and administer fundraising plan.
8. Develop and implement strategic plan in coordination with the Board of Directors.
9. Attend and participate in Board meetings.
10. Oversee marketing and other community engagement efforts.
11. Review and approve contracts for services.
12. Other duties as assigned by the Board of Directors.

Compensation commensurate with experience and other qualifications.