

## **JOB DESCRIPTION - EXECUTIVE DIRECTOR WOMEN'S RESOURCE CENTER**

Function: Assumes primary leadership responsibility for organization's overall management and growth within the policies and guidelines established by the Board of Directors. Duties include serving as the organization's primary spokesperson, building relationships with similar state and local alliances, fundraising, planning, and overseeing office administration.

**Hours:** Full-time, evenings and weekends as needed.

**Reports to:** Board of Directors

Specific duties include (but are not limited to):

### **Fundraising and Development**

- Assure that the Women's Resource Center has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff.
- Work with the Board to secure adequate funding for the Women's Resource Center.
- Serve on the Fund Development Committee.
- Chair major fundraising events along with volunteer chairpersons.
- Research and meet with potential funding sources.
- Cultivate potential and existing funding sources.
- Write funding proposals and submit necessary reports.
- Maintain a working knowledge of significant developments and trends in the field.

### **Marketing and Public Relations**

- Assist in developing a high public profile for the Women's Resource Center, including marketing strategies and implementation.
- Undertake any public relations efforts in cooperation with the President and/or other spokespersons.
- Serve as the primary spokesperson for the Women's Resource Center.
- Network on behalf of the Women's Resource Center with corporations, agencies, organizations, and other relevant institutions.
- Publicize the activities and goals of the Women's Resource Center.

### **Board Liaison**

- Assist the Board in all its functions, including orientation, recruiting, communications, development and committee work.
- Coordinate communications to the Board and serve as staff liaison.
- Advise the Board on conditions of the organization and all important factors influencing it.
- Serve as staff support for standing committees and ad hoc committees as necessary.
- Assist the President in setting agendas and other areas as necessary.

### **Administrative and Personnel**

- Oversee the day-to-day operations of the Women's Resource Center.
- Supervise all staff and contract personnel in accordance with the Women's Resource Center's Personnel Policies.
- Implements management systems to insure effective and efficient operations and accountability.
- Recruit, employ and evaluate staff.
- Encourage staff and volunteer development and education, and assist staff in relating their specialized work to the total program of the organization.

### **Finance and Accounting**

- Perform all bookkeeping functions and financial reporting.
- Oversee and manage financial and accounting operations.
- Insure compliance with all local, state and federal requirements.
- Monitor organizational financial status.
- Develop budget and work with Treasurer to develop financial and policy recommendations to the Board and Executive Committee.