



**VOLUNTEER CENTER OF BROWN COUNTY
JOB DESCRIPTION**

TITLE: Executive Director

FLSA STATUS: Exempt

SALARY RANGE: \$63,000-\$68,000 per year, commensurate with experience

JOB SUMMARY

The Executive Director is the senior leader of the Volunteer Center of Brown County. In addition to building a strong culture, this leader oversees the day-to-day operations as well as the programs the Volunteer Center supports that impact our community every day. Creating a vision for the future of the Volunteer Center to grow and increase our community impact is critical to the success of this role. Therefore, this person must inspire others to execute the strategy necessary to achieve this vision. The position reports directly to the Board of Directors (board).

GENERAL RESPONSIBILITIES:

1.) Community Leadership: Serve as the public face of the Volunteer Center, positioning it as a recognizable resource for volunteers, nonprofits, and the community at large.

- Communicate a compelling and inspired story of both the Volunteer Center and community volunteerism.
- Serve as the primary spokesperson and storyteller for the Volunteer Center.
- Consistently network with community leaders; regularly visit affiliate partners and attend key community events.
- Advocate for and champion the Volunteer Center and the needs of volunteers and nonprofits.
- Collaborate with staff and outsourced agencies as needed to seek new opportunities for earned and paid media exposure, as well as new marketing channels.

2.) Organization Mission and Operations. Ensure that the operations of the organization are effective and follow the mission.

- Responsible for leading the Volunteer Center in a manner that supports and guides the organization's mission and overall strategic direction, as defined by the staff and Board of Directors.

- Manage the Volunteer Center's work plan and supervise staff in order to reach goals agreed upon in the work plan. In conjunction with staff, oversee the implementation of programs that carry out the mission of the Volunteer Center.
- Responsible for the hiring, supervision, and retention of competent, qualified staff and leading staff professional development plans in order to enhance employee's capabilities to succeed and further the mission of the organization.
- Create a strong team culture and positive work environment that inspires and motivates staff. Focus on listening to and honoring staff ideas and feedback when possible.
- Develop a consistent method of quantifying the impact of the Volunteer Center, its programs, services, and outreach.
- Oversee the Volunteer Center's office building and grounds, including hiring maintenance services, lawn care, snow removal, etc. as needed.

3.) Strategic Planning and Future Vision: Work closely with the staff and Board to evaluate current organizational strengths, challenges, and opportunities while also being mindful of future opportunities for growth and expansion of programs and services.

- Develop, implement, and evaluate the Volunteer Center's strategic plan to ensure that it can successfully fulfill the mission into the future.
- Develop and initiate key strategic partnerships to advance the mission of the Volunteer Center.
- Creatively envision the future of the Volunteer Center and communicate that vision with key stakeholders, including staff, board, volunteers, nonprofits, and community members.
- Continuously monitor and evaluate program success, using quantifiable measures.
- Explore new program opportunities to expand the reach and impact of the Volunteer Center.

4.) Financial Performance and Viability: Develop resources sufficient to ensure the financial health of the organization.

- Actively seek and identify new funding sources and opportunities for sustainable revenue streams. Cultivate relationships with potential donors and funders.
- Develop and execute a donor stewardship plan to ensure lasting relationships with donors.
- Responsible for the oversight of the fiscal integrity of the Volunteer Center in collaboration with the board treasurer, including development and submission of the annual budget and monthly financial statements.
- Oversee financial management including grants, federal, state, and local contracts, and any other significant revenue or expenses, including fulfilling all reporting requirements.
- Work effectively with special event staff/committees to ensure successful special events and fundraisers. Maintain a presence at all Volunteer Center events.

5.) **Board Governance:** Partner with and build a competent, diverse board to oversee organizational health, fiscal responsibility, and strategic direction while serving as key ambassadors for the Volunteer Center.

- Communicate effectively with the board and provide, in a timely and accurate manner, all information necessary for the board to function properly and make informed decisions.
- Identify gaps in board skillsets and recruit new board members accordingly. Focus on building a board that is diverse and representative of all voices in the community.
- Cultivate a true partnership with the board and ensure that they have the skills and training needed to serve as ambassadors for the Volunteer Center.

PROFESSIONAL QUALIFICATIONS:

- Bachelor's degree or equivalent experience, preferred.
- Five or more years senior nonprofit management experience, preferred.
- Strong leadership skills with a focus on modeling servant leadership.
- Excellent relationship building skills. Ability to collaborate with Board, staff, donors, volunteers, nonprofits, and other stakeholders.
- Strategic thinker who can creatively envision the growth and future of the Volunteer Center. Ability to convey future vision and strategic direction to key stakeholders.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Outstanding written and oral communication skills, including public speaking abilities.
- Ability to prioritize and manage multiple tasks at one time.
- Adaptable and capable of pivoting as organizational changes arise.
- Culturally sensitive and able to work well and engage with diverse groups of people.
- Passion for volunteerism required.
- **Successful candidate must pass criminal history background check.**

The Volunteer Center of Brown County is an equal opportunity employer. All qualified candidates are encouraged to apply, and our employment practices shall not be influenced or affected by applicants' or employees' race, color, religion, sex, national origin, sexual orientation, gender identity, age, ability, or any other characteristic protected by law.

Please send resume to leanne@volunteergb.org.