

JEFFERSON TEEN CENTER EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director (ED) is the key management leader of Jefferson Teen Center (JTC), a non-profit organization serving middle and high school students on the Chamacum School District campus. The ED is responsible for overseeing the administration of all programs and strategic plans that support and guide JTC's mission as defined by the Board of Directors (BOD). The ED reports directly to the board. This is a salaried, part-time position of 20 hours average per week.

Job Responsibilities:

1. Works with BOD to fulfill JTC's mission.
 - Schedule quarterly BOD meetings and work with Board president to develop agenda.
 - Responsible for reporting to BOD and communicating efficiently to provide all information necessary for them to function properly and make informed decisions in a timely manner.

2. Responsible for the fiscal integrity and management of JTC.
 - Develop resources to ensure the financial health of JTC. Responsible for grant writing, fundraising and developing other revenues to support JTC's mission.
 - Ensure JTC's financial stability and sustainability by maintaining healthy cash flow and adequate reserves.
 - Plan, project and operate annual budget, including submitting to BOD a proposed annual budget with annual and quarterly budget forecasting and financial statements. Operate within the approved budget, ensuring maximum resource utilization.
 - Work with payroll accountant (bi-weekly and quarterly); provide BOD and/or auditor documents needed for annual auditing; provide year-end tax information to CPA

3. Implement and manage current and future strategic plans and programs that carry out JTC's mission and grant obligations.

4. Schedule and participate in strategic planning sessions with BOD to ensure JTC's success in fulfilling its mission into the future.

5. Assess the efficiency of JTC's practices and identify and propose strategic improvements or plans as needed.

6. Write policies and procedures to be approved by BOD; work closely with BOD to seek their input and approval when appropriate.
7. Collaborate with BOD, staff, committees and other relevant organizations. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance JTC's mission.
8. Ensure effective systems to track programs and general progress. Regularly evaluate program components to measure successes that can be effectively communicated to the board, donors and other constituents.
9. Accurately record and report to BOD at quarterly meetings a weekly summary of student participation; provide easy access to a record of student participation on a daily basis.
10. Responsible for volunteer outreach, coordination and background checks.
11. Initiate, cultivate and extend relationships with JTC's donors, including individuals, foundations and corporate supporters.
12. Actively oversee the general operations of the center, including some on-site presence during student attendance; work periodically with Manager.
13. Maintain JTC website & Facebook page.
14. Identify potential risks within the organization and monitor JTC's operations to ensure JTC complies with regulatory and legal requirements, including Chimacum School District.

Professional Qualifications:

- Bachelor's Degree in a relevant field.
- Non-profit management experience; experience and skill in working with a non-profit Board of Directors.

- Strong financial management skills, including budget preparation, analysis, decision making, reporting and managing financial matters.
- Understanding of the non-profit funding community.
- Experience in generating new revenue streams.
- Organizational abilities, including planning, delegating, program development and task facilitation.
- Experience managing staff, including hiring and evaluating.
- Experience working with middle school and high school students.
- Strong written and oral communication skills.
- Cultural sensitivity and active proponent and protector of inclusiveness.

For more information about the JTC go to www.jeffersonteencenter.org
Please send resumes online to jeffersonteencenter@gmail.com