

## Director

**Position Summary:** The Director, in collaboration with the BOD, provides comprehensive leadership and strategic oversight for the Jefferson Teen Center, ensuring the effective management of resources, programs, and community partnerships. Director oversees all aspects of the organization's operations, including budgeting, payroll, facilities management, and staff development. This role is essential in promoting JTC's mission to provide a safe, supportive, and enriching environment for youth.

**Reports to:** Board of Directors

**Classification:** Part Time, 20-25 Hours, \$25/hour

### **Benefits**

- Paid sick leave in accordance with Washington state law
- Unpaid and extended leave available upon staff agreement
- Flexible hours and some remote work possible upon staff agreement

### **Qualifications:**

- Experience in nonprofit management preferred
- Strong organizational, communication and interpersonal skills
- Experience organizing time and managing diverse activities to meet deadlines
- Experience in business writing, editing, and proofreading
- Experience working across teams and communicating with a wide range of people
- Awareness of local youth needs and resources
- Collaborative, inclusive, creative, professional, committed, and flexible

### **Responsibilities:**

#### **Leadership, Vision and Oversight**

- Implement the strategic vision and direction of JTC.
- Lead development, implementation, and evaluation of programs that support youth social and personal development, ensuring programs are high quality, accessible, and effectively meet the needs of the community.
- Oversee all operational aspects, including facility maintenance, financial, utilities, and supplies – ensuring JTC's facilities are safe, welcoming, and compliant with relevant regulations.
- In collaboration, creates and maintains policies and procedures for JTC site, operations, and all current and future programs.
- Represent JTC at events and engage with stakeholders to promote youth programming and secure support.
- Build relationships with community organizations, schools, businesses, and donors.

## **Financial Management and Grant Administration**

- Develop and manage the organization's budget.
- Track expenses, including overseeing accounts payable and receivable.
- Oversee and process payroll ensuring timely and accurate compensation.
- Maintain documentation to meet legal, grant, and internal requirements.
- Work with Board of Directors to research, identify and pursue potential new donors and funding opportunities.
- Grant Program:
  - Oversee application process, including correspondence and tracking deadlines, ensuring timely and accurate grant reporting and compliance.
- Donors:
  - Support donor stewardship and communication efforts, including multi-channel appeals.
  - Maintain donor database.
  - Oversee donor acknowledgment processes, including thank you letters, phone calls, and tax receipts.

## **Staff Management and Collaboration**

- Hire, train, and supervise staff, fostering a collaborative and supportive team environment.
- Recruit, train, and coordinate adult and student volunteers.
- Oversee related HR functions including background checks and staff grievances, seeking outside assistance/mediation as necessary.
- Hold regular staff meetings in order to maintain accountability and timely action and oversight of ongoing tasks.
- Facilitate bi-annual Peer Review procedures.
- In collaboration, plans programming and events, ensuring smooth implementation and alignment with the organization's mission.