

## **DOMINICAN CENTER POSITION DESCRIPTION**

**TITLE:** Executive Director

**SUPERVISOR:** Current Board President

**FLSA STATUS:**  Exempt (Salaried)       Non-Exempt (Full-Time Hourly)       Part- Time

**REVISION DATE:** 10/12/2020

### **ORGANIZATIONAL OVERVIEW:**

The Dominican Center is located in the Amani Neighborhood whose boundaries are from North Avenue to Keefe Avenue and from 20<sup>th</sup> Street to 30<sup>th</sup> Street. Over the years, the role of Dominican Center shifted from an organization that provides services to also convening partnerships between community partners and residents to support the residents' priorities of Neighborhood Safety, Housing & Economic Development, and Education & Family Well-being. The Center is established and operates on the belief that residents are the experts in the community and through their leadership, Amani can and will be revitalized.

### **PRIMARY FUNCTION:**

Reporting directly to the Board of Directors, the Executive Director is responsible for leading the Dominican Center in making a positive impact on the community as it serves the residents and partners of the Amani Neighborhood. The Executive Director leads the overall planning and operation of the organization while providing leadership, direction, and support to the Board of Directors. The Executive Director is responsible for overseeing the administration, fund development, strategic direction, and public relations of the organization. Other key duties include staff, program, and marketing.

### **JOB RESPONSIBILITIES:**

- Serve as brand spokesperson and key ambassador of Dominican Center and its mission.
- Working with Key stakeholders, establish goals, develop policies and procedures, budgets, and programs that fulfill the mission of the Dominican Center.
- Attain and manage resources necessary to ensure the healthy financial operation of the organization which includes budget creation, monitoring, analysis, and reporting that is conducted in accordance with applicable laws and regulations.
- Provide professional leadership to the Board of Directors to assure development of an effective and motivated board, including identification, recruitment, training, and involvement of members in meeting the goals of the organization.
- Provide leadership to organization's staff by developing administrative and operational standards that empower staff to meet their professional, programmatic, and organizational goals.
- Retain a diverse, qualified staff and volunteers by providing coaching and personal development for team members.
- Monitor and approve the organization's resource development and programs services while ensuring those programs and fundraising results meet or exceed strategic goals and objectives.
- Oversees and communicates organizational results to board, staff, residents, and key stakeholders in the community.

**ESSENTIAL SKILLS/COMPETENCIES REQUIRED:**

- Proven track record of resource development of \$500,000 or more annually
- Strong understanding of financial statements and be fiscally articulate
- Strong communication skills including informing, listening, presenting, and writing with the ability to speak effectively and persuasively to groups and individuals
- Demonstrated leadership skills, including negotiation, problem solving, systemic thinking, decision making, and delegation
- Demonstrated competency and ability in establishing and maintaining effective working relationships with Board of Directors, Staff, Residents, Community Groups, and other related partners
- Dynamic personality that exudes enthusiasm and inspiration to others
- Uses meaningful measures and implements quality improvements
- Interest in satisfying client requirements

**QUALIFICATIONS:**

- Bachelor’s degree from an accredited college or university in related area such as non-profit management, business management, finance/accounting, etc. preferred
- 5 or more years experience in non-profit management and operations
- 5 or more years in staff management and supervisory experience

**PHYSICAL ENVIRONMENT/WORK ENVIRONMENT:**

- Ability to sit or stand for long periods of time.
- Ability to lift a minimum of 25 lbs.
- Must be able to think clearly and concisely.
- Must be able to function in a loud environment with high energy interacting with multiple aged members.
- Must be able to work in a variety of environments.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**Signed by:** \_\_\_\_\_

**Employee Signature**

**Date**

**Approved by:** \_\_\_\_\_

**Executive Director Signature**

**Date**