



## ELKTON COMMUNITY EDUCATION CENTER

Butterfly Pavilion ☀ Fort Umpqua ☀ Native Plants

# Executive Director Job Description

## Elkton Community Education Center

**Mission:** “To create a social, cultural, and educational oasis for all ages in rural Oregon.”  
Our vision is to keep our rural community vibrant and thriving for future generations.

<b>Position Title:</b>	Executive Director	<b>Board Approved Date:</b>	March 28, 2024
<b>Reports to:</b>	Board of Directors	<b>FLSA Status:</b>	Exempt/Salaried
<b>Salary Range:</b>	\$50,000 to \$60,000	<b>Position:</b>	Full time/Onsite

### Job Purpose

- The Executive Director is the Chief Executive Officer of Elkton Community Education Center, (ECEC). In partnership with the Board of Directors, the Executive Director co-leads the organization to achieve the organization’s Mission and objectives. The Executive Director sets the standard of excellence internally for the organization and externally with our stakeholders and guests. This position encompasses the following key duties and responsibilities:

### Leadership

- Fostering an environment that encourages and motivates a diverse group of staff, board members, volunteers, donors, and community stakeholders to achieve ECEC’s Mission and vision while ensuring a safe, inclusive, equitable workplace that encourages quality performance and success for staff, youth employees, and volunteers.

### Organizational and Personnel Management

- Overseeing the management of all personnel matters and instituting effective performance management practices including hiring, training, coaching, supervision, evaluation, and retention of competent, qualified, and diverse staff.
- Supporting staff in enhancing existing skills and developing newer ones in alignment with both their personal and the organization’s goals.
- Identifying organizational strengths and areas needing improvement as well as opportunities and risks. Developing strategies to maximize the effectiveness, the potential and the capacity of staff, youth employees, volunteers, and the organization.
- Ensuring the implementation of non-profit best practices.

### Program Oversight

- Continuing to build a reputation for quality service and innovation in Elkton and the surrounding rural community so that ECEC's services remain highly valued by our community members, guests, and funders.
- Evaluating *existing* programs to ensure they meet their stated goals. Assisting staff and volunteers in developing improvement strategies and/or bringing programs to a satisfactory conclusion.
- Evaluating *proposed* programs to ensure the objectives, scope, schedule, and budget are aligned with the Mission and strategic goals.
- Fostering a culture of innovation and entrepreneurship to improve existing services, develop new ones and take advantage of opportunities to collaborate.

### Resource Development

- Ensuring adequate, diversified, and sustainable funding to meet the strategic priorities and ongoing operational needs.
- Researching, developing, and establishing close working relationships with existing and new funding sources including grantors, businesses, and individual donors to expand the organization's financial resource opportunities.
- Managing the preparation and submission of grant proposals or other funding requests to public/private/contract agencies and foundations, and ensuring timely grant reporting.
- Recruiting and maintaining an extensive volunteer staff as a valuable resource.
- Supporting the Board in its fund development role.

### Fiscal Management

- Ensuring fiscal integrity by maintaining strong oversight, internal controls, and division of duties to safeguard organizational assets.
- Effectively managing financial resources including income, budgeting, and expenditures to maintain balance and fiscal stability.
- Timely reporting to the Board, Finance Committee, and funders on the organization's financial resources and status.

### Outreach, Marketing, and Public Relations

- Developing and maintaining strong working relationships and cooperative agreements with community groups, stakeholders, donors, and funders.
- Serving as the principal spokesperson, visibly and actively representing the organization to the community, the media, stakeholders, donors, and funders.
- Work with staff and volunteers to identify and develop strategic marketing opportunities for ECEC programs and enterprises.

### Board of Directors

- Working proactively and in partnership with a governing board, providing information on the status of the organization's programs and the financial health of the organization, and guidance to assist them in making informed financial and governance decisions.
- Working with the Board to develop policies and implementing the necessary procedures for said policies.
- Serving as the interface between board and staff.

## EDUCATION, EXPERIENCE, SKILLS, REQUIREMENTS

### Education

- A bachelor's degree or, commensurate qualifications and work history.

### Preferred Experience

- A minimum of three years' senior management experience preferably in a non-profit organization.
- Some knowledge about local tribal cultures or/and willingness to learn and understand ECEC's special relationship with our tribal partners.

### Preferred Skills

- Working effectively with an involved Board of Directors and Board committees and the ability to cultivate existing board member relationships and assist in the recruiting of new board members.
- Ability to motivate, coach, manage, nurture, welcome, and develop a high-performance team of staff and volunteers.
- Fostering an environment for youth employees that supports the development of skills that will be needed for future employment opportunities.
- Ability to implement organizational Diversity, Equity, Inclusion and Belonging goals and policies.
- Ability to weigh potential projects against available capacity and resources and make strategic decisions that further the ECEC Mission.
- Strong public relations and fundraising skills with the ability to engage a wide range of stakeholders.
- An understanding and overseeing of the grant writing process from submission to conclusion.
- A persuasive and passionate communicator with excellent interpersonal skills.
- Experience in entrepreneurial activities and the ability to build diverse sources of income, set and achieve strategic objectives, and manage multidisciplinary projects.
- Proficiency in basic computer software (such as MS Office, QuickBooks, databases, etc.).
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

### Requirements

- Pass a criminal background check and hold a valid driver's license and insurable driving record.

*This job description indicates the responsibilities and type of work performed. It is not designed to be interpreted as a comprehensive inventory of all duties and responsibilities.*

Elkton Community Education Center is an Equal Opportunity Employer