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| Job Title: | Executive Director | Location: | Various: Community Based |
| Department/Group: | Administration | Level/Salary Range: | Based on Education/Experience |
| Position Type: | Part Time - Temporary / Salary | Travel Required: | Some Travel Required |
| Job Description |
| Executive Director will be responsible for the operational success of The Gracie Center ensuring seamless financial, administrative, and operational cohesion which supports all TGC programs. The Executive Director will manage daily operations of The Gracie Center as well as participate in fundraising, grant acquisitions, and networking when directly related to administration and organizational development. The Executive Director will be a key internal and external face of The Gracie Center. Role and Responsibilities* Report monthly on daily operations to The Gracie Center Board of Directors.
* Maintain accurate, verified, and up-to-date accounts of all financial activity.
* Submit a monthly summary to the Board of Directors Treasurer for recording.
* Grant writing as well as researching new grants to support the needs of The Gracie Center.
* Manage all accounts receivable, including communications to ensure these accounts are up-to-date.
* Collect and organize all outstanding monthly expenses and debts to be paid by Treasurer/Accounting Firm
* Maintain and process all Trans Vac billing reports.
* Assist Fundraising Committee with the management of all fundraisers.
* Develop long and short-term admin budgets that support the success of The Gracie Center, submitting to the Board Treasurer for approval, annually.
* Provide administrative support.
* Participate in select community outreach events and training to promote The Gracie Center in the community.
* Advocate for The Gracie Center Crew, programs, and operations as necessary.
* Complete and distribute newsletter to all crew, staff, families, and supporters.
* Pickup and process all mail as appropriate, answer and return The Gracie Center calls during office hours.
* Ensure timesheet documentation provided by The Gracie Center staff is detailed and up to date each week.
* Directly hire, supervise, train, and manage all volunteers, interns and staff.
* Assist with and delegate website maintenance and social media updates.
* Monitor changing legal regulations affecting operations and programming.
* Ensure that all required financial and operational paperwork is filed appropriately, including by not limited to the E-990 forms, annual reports, grant reports.
* Purchases necessary to complete above outlined responsibilities.
* Assist Program Leader as needed
* Other duties as assigned by Board of Directors.

Qualifications and Education Requirements* Possess personal qualities of integrity, credibility and a commitment to and passion for The Gracie Center’s mission.
* Shares The Gracie Center’s commitment to improving the quality of life for individuals with disabilities.
* Be proficient in using technology as a management reporting tool.
* Have strong project and time management skills creating resulting in measurable success and organizational growth.
* 1+ experience working with a diverse population of people with disabilities of varying skill levels, 3+ years administration experience.
* Possess excellent verbal and written communication skills with exceptional attention to details.
* Must pass drug screening and criminal background checks.

Preferred Skills* Have experience working collaboratively with many different community organizations,
* Demonstrate success organizing and maintaining the daily operations of a small to medium organization.
* Posses experience in grant writing.
* 1+ year experience working with a diverse population of people with disabilities of varying skill levels, 3+ years executive administration experience.
* Degree preferred

Physical DemandsThe physical demands described here are representative of these that must be met by an employee to successfully perform the essential function of this job, reasonable accommodation may be made to enable individuals with disabilities perform the essential functions. Work requires the physical demands of sitting, standing, bending, lifting, stooping, climbing stairs, or performing other work requiring light physical exertion up to 30lbs on an occasional basis and frequent walking; or moderate physical exertion up to 50 lbs on an intermittent basis. |