

Thomasville Community Resource Center Position Description

Association: Thomasville Community Resource Center

Job Title: Executive Director

Incumbent: Lisa Billups

Report To: TCRC Board of Directors

I. RESPONSIBILITIES

- Update agency Accounting-Internal Controls Manual to ensure compliance with applicable finance, federal, state and local laws.
- Policies and compatible operational procedures are updated
- Oversee and/or delegate performance of an employee orientation and ensure current and new employees are complete.
- Oversee and/or delegate performance of an annual retreat with agency staff to review changes to employee handbook and agency goals and objectives.
- Hire qualified staff, complete management team evaluations and review employee evaluations annually.
- Create and update agency's annual operating budget including all sources of revenue and expected expenses.
- Become proficient in the review of TCRC Accounting Software data reports. Current software system is SAGE.
- Stay current with required trainings and guidelines for federal grants and other funding sources including but not limited to 21st Century Community Learning Center Grant, Georgia Department of Human Services and the Department of Early Care and Learning.
- Create and maintain community partnerships with individuals and agencies.
- Assist Finance manager in the coordination of the annual agency audit
- Pursue funding sources to ensure sustainability of agency
- All corporate, state and federal certifications and records, ensuring compliance and renewal, as required.
- Ensures separation of duties are adhered to as indicated in the Internal Control manual
 - Publicize TCRC programs and goals to the community for participation and support (financial/volunteer)
 - Actively oversee and/or delegate engagement of TCRC volunteers, board members, event committees, parents, partnering organizations, and funders
 - Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; and recommend timelines and resources needed to achieve TCRC's strategic goals

- Quality Control and risk management systems in place for finance and programs
- Use external presence and relationships to garner new opportunities for partnering, expansion, and funding.
- Maintains current knowledge pertaining to all TCRC programs.
- Ensures that staff and management team have shared responsibility and authority.
- Ensures that performance reports are provided to all employees on time.
- Ensures that the board is kept informed and in a timely manner.
- Acts under the direction of Board of Directors and seeks appropriate approval of board before action is taken (contracts, formal agreements, terminations, etc.) in accordance with the agency's Purchasing Policy.
- Personnel issues that are brought to attention are addressed with results reported to the Board.
- Maintains open communication with the Executive Committee and Board of Directors.
- Apprises the board of accomplishments.
- Follows through on board requests for information.
- Complies with organizational policies.
- Seek unrestricted funds for organizational expansion.
- Work in conjunction with the Board (Strategic Planning Committee, Development/Fundraising Committee) to expand local revenue generating and fundraising activities to support existing program operations and regional expansion, while simultaneously retiring building debt
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger TCRC brand.
- Monitors and reviews all expenditures.
- Identifies and prepares grant proposals for the center.
- Monitors and ensures compliance with grants and other funding sources.
- Submits all documentation as required to all funding sources in a timely manner.

II. EDUCATION, QUALIFICATIONS, AND SKILLS

- Masters' Degree or equivalent in Social Work, Psychology, Sociology, Public Administration, or related fields preferred. Six years professional experience; at least four years in child and youth development issues; and at least two years at a highly responsible managerial level.
- Demonstrated experience with fiscal management, grant writing, and budget development.
- Executive Director three to five years of experience in nonprofits.
- Experience working with a Board of Directors.
- Experience managing a team of 10 or more staff

- Strong written, verbal, and interpersonal skills. Submit an example of a grant written by an applicant.
- Computer expertise in following software: Microsoft, including Word and Excel, Google, Adobe, SAGE, ADP, QuickBooks, administrator for TCRC Google for Nonprofits system and other current software programs.
- Experience with human resources compliance.
- Understanding and application of the Federal Uniform Guidance

Salary Range: \$70,000 and above (Salary will be determined by experience and educational background)