



About Laurel Civic Association

Position Description for Executive Director

Our mission is through collaborations, volunteers and empowered youth we will strengthen families and community and build foundations for successful lives.

Over the 40 years of making life better for Laurel, the Laurel Civic Association has grown to become an active and dedicated non-profit organization making a difference in a wide range of neighborhood issues throughout Sarasota County.

The cornerstone and foundation of the organization has always been to make life better for the disenfranchised. Even though we began with a small group of concerned neighbors in 1969 who's main purpose it was to bring street lighting to a little, close knit and largely African-American community, time and the inherit caring for others has taught everyone that needs have no geographic boundary.

The Laurel Civic Association's community development activities have transformed a small neighborhood organization into a non-profit that has brought unimaginable changes to Laurel and succeeded in developing needed programs that serve the entire family and the entire Laurel/Nokomis area.

With the backing of more than 300 active volunteers, donations, and grants, the association has been able to provide programs designed to improve living conditions, decrease hunger, improve health and access to health information and provide educational support for children and adults. The successful programs have brought a series of neighborhood improvements that go far beyond the original goals and have been a magnet for clients from the southern-most part of Sarasota County to the northern most part.

APPLICATION:

To be considered for this opportunity, please send a letter of interest and resume to

LaurelCivicSearch@gmail.com

Laurie Huebner SPHR, HR Consultant, 203-558-0756

Subject: Job Description

Position: Executive Director

Reports to: Board of Directors

Date: February 2019

Job Summary:

Collaborating with and reporting to the Board of Directors, the Executive Director (ED) has overall strategic and operational responsibility for the Laurel Civic staff, programs, expansion, community outreach and execution of its mission. The ED will initially develop a deep knowledge of the field, core programs, operations, strategic and governance plans. S/he is also responsible for building relationships with board members, funders, community partners, government officials, faith-based leaders and others to accomplish the Laurel Civic mission, vision and strategic priorities. The ED position will be tasked with continuing the work of the all-volunteer board & community leaders, while at the same time offering new ways to engage the community. Additionally, the Executive Director will serve as the Laurel Civic primary fundraiser and spokesperson.

Leadership & Management:

1. Demonstrate and communicate a clear vision for Laurel Civic Association.
2. Actively engage and energize Board members, staff, volunteers, event committees, partner organizations, funders, and donors.
3. Develop and maintain a strong organizational culture based on the Laurel Civic values.
4. Coordinate and implement ongoing strategic planning, including the development and implementation of the Laurel Civic Strategic Plan to move the mission forward and fulfill the vision of the organization.
5. Serve as an ex-officio member of the Board of Directors.
6. Develop and oversee an organizational structure that best moves the Laurel Civic mission forward and fulfill its vision.
7. Delegate responsibilities to carry out the Laurel Civic mission and Strategic Plan.

Operational Planning and Management:

1. Support the operations and administration of the Board of Directors by advising and informing its members, recommending policy, and providing clear and accurate reports for the Board to effectively monitor the organization's progress on the Strategic Plan.
2. Ensure the ongoing development and implementation of programs that meet the needs of the community.
3. Establish evaluation systems and organizational processes to monitor program outcomes and improve quality services.
4. Manage the efficient and effective day to day operations of Laurel Civic programs and practices.

5. Manage new capital and improvement projects as they arise.

Human Resources Planning and Management:

1. Develops human resource needs and present to the Board for approval, as needed.
2. Effectively manage Laurel Civic, including contracted services.
3. Hire, train, supervise and evaluate the team. Lead, coach, develop, and retain a high-performance team in the implementation of the Laurel Civic mission, vision, and organizational goals.
4. Establish job descriptions and an annual performance plan for staff. Conduct annual performance reviews. Recommend merit increases based upon performance.
5. Coach and mentor staff to continuously achieve higher levels of performance.
6. Provide Board with meaningful recommendations regarding staff performance, training, compensation, and benefits.
7. Develop and implement compensation and benefit plans, based upon the Board's direction.

Financial Planning, Compliance, and Management:

1. Prepare and present for approval the annual budget, with the Board's direction and guidance. Monitors the cash flow and provides regular, comprehensive reports to the Board on revenues and expenditures.
2. Works with the Board to secure adequate funding for operations.
3. Working with the Board's finance committee, ensure sound bookkeeping and accounting procedures are followed, including maintaining accurate banking records; producing payroll; paying all invoices; and, providing accurate information for the preparation of all state, local, payroll and federal tax reports and requirements.
4. Maintain all necessary registrations and certifications to comply with state requirements for non-profits.
5. Be vigilant in seeking prompt and effective enforcement and compliance to any relevant laws.

Fundraising and Communications:

1. Oversee the implementation of the strategic development plan designed to raise needed funds for annual operating, capital projects, and endowment building.
2. Serve as the official spokesperson for Laurel Civic. Promote the organization and advocate for people in the community to government and other funding agencies, the press, service recipients and their families, donors, and the public.
3. Oversee the creation of a strong brand in all aspects of communications—from web presence to external relations.
4. Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for replication.

QUALIFICATIONS:

- ✓ Bachelor's degree.
- ✓ Master's degree in Business or Non-Profit Management a plus.
- ✓ Passion for the Laurel Civic community and mission.
- ✓ Proven track record of 5-7 years in a senior management leadership role, preferably in a non-profit organization with performance-based measures.
- ✓ Demonstrated experience and examples of leading strategies that have taken organizations to the next level of growth.
- ✓ Flexible schedule with capability to work evenings and weekends as-needed
- ✓ Public speaking & media experience (all group sizes, ages and backgrounds) a PLUS.

COMMUNICATION SKILLS:

Must have excellent interpersonal and communication skills using the English language. Demonstrates the ability to: read, analyze, and interpret the most complex documents; respond effectively to the most sensitive inquiries or complaints; write speeches and articles using original or innovative techniques or style; communicate effectively at multiple levels within the company; make effective and persuasive speeches and presentations on controversial or complex topics to the Board of Directors, public groups, governmental agencies, prospective donors and funders, etc.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Usual office environment with frequent sitting, walking, and standing, and occasional climbing, stooping, kneeling, and balancing. Frequent use of eye, hand, and finger coordination enabling the use of office machinery. Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone.

DISCLAIMER: Job descriptions are not meant to be all-inclusive and the job itself is subject to change. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons. Position description created & approved by Board of Directors on 2.25.19.

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