



Philomath Community Services

Executive Director Job Posting

Overview

Philomath Community Services is a non-profit, social services agency based in Philomath, Oregon and serving the greater Philomath area. It is comprised of five programs: June Kids' Closet (a clothing bank for children), Philomath Food Bank, Philomath Gleaners, Holiday Cheer (holiday gift baskets), and Lupe's Community Garden. The board of directors is seeking a full-time executive director to lead the crucial fundraising for the agency, drive its strategic direction and annual planning with the board, and manage the day-to-day operations.

Duties

- Design, develop, and lead the overall fundraising program for all PCS programs. This is the most critical responsibility for the executive director and includes, but is not limited to the following:
 - Develop an annual fundraising program that includes fundraising events, solicitations, large-donor partnerships and giving programs, etc. with revenue targets for each effort.
 - Manage the annual solicitation.
 - Use data analysis to expand the donor base, increase contributions from existing donors, and move toward more consistent giving throughout the year.
 - Drive a grant application program for both operational and project-based grant.
 - Conduct post-fundraising-event analysis after each fundraising effort, characterizing what was successful and what should be changed in the future.
- Manage paid staff (currently one office manager/bookkeeper and one support specialist contractor).
 - Oversee the daily duties and workload of any paid staff or contractors.
 - Provide mentoring and coaching of staff members.
 - Maintain proper personnel records.
 - Prepare annual performance reviews and make salary recommendations.
 - Ensure appropriate staff confidentiality.
- Maintain a good working relationship with the board of directors.
 - Partner with the board president on developing board meeting agendas, establishing the annual strategic plan, key initiatives, etc.
 - Coordinate between the treasurer and the bookkeeper on drafting or updating financial policies, preparing the budgets, reporting quarterly financials, etc.
 - In conjunction with the board, assist with the developing, reviewing, updating, publishing, and filing all board policies and agency procedures.
 - Attend appropriate board sub-committee meetings as needed.
- Manage the annual strategic plan, reporting progress against the goals to the board of directors on a quarterly basis.
- Oversee all financial aspects of PCS, in conjunction with the board treasurer: regular bookkeeping, annual budgeting, processing donations, accounts payable, project budgets, quarterly financial reporting, tax filings, capital assets and depreciation, etc.
- Manage the primary marketing of PCS.
 - Prepare the annual report to send out to donors and partners.
 - Maintain a strong social media presence in the community and with the local media.

- Serve as the primary spokesperson for PCS with partner organizations, community groups, large donors, municipalities, etc.
- Support the volunteer program managers and all their volunteers for all five programs.
 - Hold regular meetings with the program managers to communicate PCS and board developments, update policies and procedures, etc., and to hear from the program managers what they need to support their programs and their clients.
 - Ensure managers and volunteers have the facilities, equipment, and supplies needed to run their programs.
- Oversee the management of all facilities including ensuring safety and security; maintaining janitorial services; scheduling regular, preventative maintenance; addressing issues or needed repairs; etc.

Experience

- Minimum three to five years' experience working in non-profit roles, preferably in the social services field
- Significant experience leading overall fund development, fundraising programs, and events with proven results
- At least two to four years in a supervisory or management role
- Demonstrated understanding of accounting and financial management fundamentals.
- Solid competency with Microsoft products and comfort learning new PC applications; experience with Quickbooks preferred
- Looking for an individual who is outgoing and collaborative to continue to build the positive reputation of PCS in the greater Philomath community and to build the donor base and annual giving
- College degree preferred

Compensation and Benefits

- Full-time position with salary expected in the \$60,000 - \$70,000 range depending on skills, education, and experience
- Basic medical and dental insurance available
- Paid holidays and vacations (quantity to be negotiated)