



## **Job Description**

**Title of Position:** Executive Director

**Reports to:** Greater Cleveland Volunteers Board of Directors

**Salary/Exempt Status:** Annual Starting Salary \$85,000-\$105,000; Overtime Exempt

**Hours/Schedule/Workplace:** Full time; Monday-Friday with occasional evening or weekend work; hybrid workplace.

**Summary of Position:** The Executive Director oversees operations, finances, programming, fundraising, community relationships, human resources, and provides strategic direction to achieve Greater Cleveland Volunteers' mission and goals.

### **Responsibilities include:**

- Develop a deep knowledge of Greater Cleveland Volunteers' programs and operations.
- Work closely with the Board of Directors, committees, and staff to create a strategic plan and achieve goals. Report on accomplishment of goals.
- Ensure ongoing programmatic excellence and rigorous program evaluation.
- Represent Greater Cleveland Volunteers to the public by attending community meetings, events, and media opportunities to share information about our organization.
- Oversee team of 15 employees. Directly supervise four employees (Operations Director, Program Director, Development Director, Communications Manager).
- Work with Development Director to secure funding by developing and maintaining relationships with funders and donors, reviewing funding proposals, advising and participating in fundraising activities and events.
- Oversee preparation of the annual budget, review monthly financial reports, authorize expenditures, follow set fiscal policies and procedures.
- Engage outside audit firm to conduct annual fiscal. Work with Operations Director to provide necessary information to the audit team.
- Ensure that reports to funders are completed properly and timely.
- Develop, maintain, and support a strong Board of Directors and committees so they are actively engaged in helping our organization.
- Plan, prepare for, and attend board and committee meetings to provide information, answer questions, and determine future activities.

### **Required Knowledge, Skills, and Abilities:**

- Ability to establish goals and objectives, make decisions, and solve problems.
- Excellent organizational management skills and ability to develop and support high-performance teams.
- Strong understanding of nonprofit finances and experience doing fundraising.
- Past success working with a Board of Directors, recruiting new members and engaging them in actively supporting the organization.

- Excellent verbal and written communication skills, experience with public speaking and public relations.
- Proficiency in using Microsoft Office 365 programs, video conferencing software, and databases.

**Qualifications:**

- Bachelor's degree in nonprofit management, business, or related field and a minimum of five years' proven management experience. Master's degree preferred.
- Knowledge of and experience in the field of volunteerism.
- Familiarity with the nonprofit landscape in the Cleveland, Ohio area.
- Reliable transportation to perform duties of the job. If using a personal vehicle, must have a valid driver's license, automobile insurance, and access to an automobile during working hours.
- Must pass criminal history, sex offender, and driving record checks.
- Willingness and ability to travel to occasional conferences and work some evenings and weekends.

**Interested candidates should send a cover letter and resume to:**

[careers@greaterclevelandvolunteers.org](mailto:careers@greaterclevelandvolunteers.org)

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