



POSITION DESCRIPTION

Executive Director

Reports to: Greater Cleveland Volunteers Board of Directors
FLSA Status: Exempt
Classification: Full-time
Salary Range: \$85,000-\$105,000
Supervision: Directly supervises four (4) exempt employees
Location: Hybrid – at a leased business address and remote, as meets business needs

Summary of Position: The Executive Director oversees operations, finances, programming, fundraising, community relationships, staff resources, and provides strategic direction to achieve Greater Cleveland Volunteers' mission and goals. The organization has fewer than 20 employees and an annual budget under \$2 million.

Key Responsibilities:

Ensures organizational operational and strategic goals are continuously and rigorously evaluated, updated as necessary and achieved. Works closely with Board of Directors, committees, and staff on the plans necessary to meet goals and objectives. Ensures timely reports and management tools on progress.

Ensures financial strength and sustainability of the organization. Develops and oversees the annual budget, follows established fiscal policies, and delivers accurate and timely reports. Develops and implements the strategic fundraising plan to secure adequate funding employing a variety of development tools, e.g., events, grants, major gifts, etc. Maintains relationships with funders and prospects funding opportunities. Oversees Development staff. Engages outside firm to conduct annual audits.

Ensures delivery of programs focused on volunteering, including recruitment, placement, development, and more. Ensures ongoing programmatic excellence and rigorous program evaluation.

Serves as the leading face of the organization, representing Greater Cleveland Volunteers to the public by attending community meetings, events, and media opportunities to share information about our organization.

Oversees management of staff and volunteers, ensuring commitment to organizational goals, satisfaction with work and management, and adequate staffing needs are met.

Develops, maintains, and supports a strong Board of Directors and committees so they are actively engaged in helping our organization. Develops relationships to create an ongoing pipeline of potential directors and committee members. Keeps Board of Directors informed of organizational performance. Stays available for Directors' questions, concerns, and other needs.

Greater Cleveland Volunteers

4415 Euclid Avenue, Suite 200, Cleveland, OH 44103 • Phone: 216-391-9500 • greaterclevelandvolunteers.org

Required Knowledge, Skills, and Abilities:

- Ability to establish goals and objectives, make management decisions, and solve complex problems.
- Excellent organizational management skills and ability to develop and support high-performance teams, including effective delegation skills.
- Ability to understand nonprofit finances and possess successful experience planning and participating in fundraising activities.
- Past success interacting 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 is required, preferably in nonprofit management, business, or related field. Master's degree is desirable.

Five (5) years management experience preferred, including overseeing staff in diverse environments. Experience must include responsibilities for budget management, strategic planning, and performance management of multiple direct reports.

Minimum three (3) years' experience performing grant writing and other fundraising and/or sales work closing minimum six (6) figure asks required.

Must demonstrate knowledge of, and experience in, the field of volunteerism. Work experience recruiting paid and volunteer staff is highly desirable.

Must demonstrate the ability to communicate clearly in written and oral form, including preparing and delivering presentations to people of influence and affluence, as well as large groups.

Ability to demonstrate familiarity with the nonprofit landscape in northeast Ohio (NEO) area a must. Strong positive relationships and broad networks with NEO nonprofit and corporate communities highly desirable.

Must possess reliable transportation to perform duties of the job, which includes off-site meetings and presentations that may be scheduled during routine work days and hours or outside routine work days or hours. Must show willingness and ability to travel to occasional conferences away from northeast Ohio.

All final candidates must successfully pass pre-employment testing and background checks prior to any job offers presented.

Top Five Competencies

- Business acumen
- Political savvy
- Communication
- Relationship building
- Managerial courage

Physical Requirements

Periods of prolonged use of a computer, keyboard and telephone.

Interested candidates should send resume and cover letter with salary requirements to: careers@greaterclevelandvolunteers.org Resumes should be received by February 6, 2025

Greater Cleveland Volunteers is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, political affiliation, marital or parental status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, and local laws with regard to hiring, assignment, compensation, advancement, lay-off, or other terms of employment.