



community sailing center
lake champlain : burlington vermont

Executive Director Job Description

Mission:

To encourage and celebrate the responsible use and long term stewardship of Lake Champlain by fostering educational and recreational opportunities for all members of our community.

Summary:

The Executive Director's overall role is to implement the strategic goals and objectives of the organization; to enable the Board to fulfill its governance function in collaboration with the Board Chair; and to give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives.

Location: Burlington, VT

Reports to: Board of Directors

Classification: Permanent, fulltime position

Pay: Exempt (salaried); 40 hrs/wk; pay commensurate with experience

Benefits: Paid vacation, health care benefits, flextime, compensatory time, and other benefits as described in the CSC's Personnel Policies

Primary Job Duties & Responsibilities:

Human Resource Management: Effectively manage the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.

- Ensure performance evaluations of all staff are completed according to the personnel policies.
- Hiring, promotion, demotion, and disciplinary action in accordance with the personnel policies.
- Annual review and update of personnel policies and all job descriptions for Board consideration.
- See that an effective management team, with appropriate provision for succession, is in place.
- Encourage staff development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

Fundraising and Development: Oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, and establishing strategies to approach funders and secure support

- Create and implement annual development plan and strategy
- Cultivate and nurture relationships with current and potential corporate & foundation sponsors, and individual donors
- Develop and grow individual donor base; manage annual giving campaign; cultivate major gifts

- Develop and manage Board fundraising capacity
- Develop and grow corporate strategic partnerships

Financial, Tax, Risk Management: Recommends yearly budget for Board approval and prudently manages organization’s resources within those budget guidelines according to current laws and regulations

- Work with the staff and Finance Committee in preparing annual budget; see that the organization operates within budget guidelines.
- Jointly, with the president of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.
- Sign checks on behalf of the organization.
- Administer contracts and as approved by the Board.
- Re-assess operational fees annually to insure optimal income.

Board Administration and Support: Supports operations and administration of Board by advising and informing Board members and interfacing between Board and staff

- Facilitate the work of the Board and its committees by developing resource materials, providing appropriate information, reports, and assisting committee chairpersons as necessary.
- Recommend new policies, programs, and action plans consistent with the vision of the organization; execute all policies/decisions of the Board.
- In conjunction with the Board, recruit and cultivate new Board members with the skills needed to further the goals of organization.
- Provide advice and counsel to the Board to assist in setting policies and monitoring the performance of the organization.

Community and Governmental Relations

- Represent the organization at community and government meetings and discussions
- Develop and build relationships with community and elected leaders

Job Competencies	Application to the position
Building Effective Teams	Blends people into teams when needed; creates strong morale and spirit; fosters open dialogue; defines success in terms of the whole team
Business Acumen	Knows how businesses work; knowledgeable in current and possible future politics, practices, trends, technologies and information affecting the business and organization
Managing and Measuring Work	Clearly assigns responsibilities and tasks for decisions; sets clear objectives; monitors progress and results; designs feedback loops into work
Hiring and Staffing	Has a nose for talent; hires the best people available from inside and outside; is not afraid of selecting strong people; treats all kinds and classes of people equitably
Managing Purpose and Vision	Communicates a compelling and inspired vision; talks about possibilities; is optimistic; creates milestones to rally support; makes the vision sharable; can inspire and motivate entire organization
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; acts with the customer in

	mind; establishes and maintains effective relationships with customers and gains their trust and respect
Directing Others	Is good at establishing clear directions; sets stretching objectives; distributes workload appropriately; maintains two way dialog; brings out the best in people
Priority Setting	Spends her/his time on what is important; quickly zeros in on the critical few eliminates roadblocks; creates focus
Integrity and Trust	Is widely trusted; is seen as direct and truthful individual; keeps confidences; admits mistakes; doesn't misrepresent herself/himself for personal gain
Understanding Others	Understands why groups do what they do; picks up the sense of the group in terms of intentions, needs, what they value, and how to motivate them

Qualifications:

The ED will be thoroughly committed to the Community Sailing Center's mission. All candidates should have proven leadership, coaching, and relationship management experience.

Specific requirements include:

- Bachelor's degree
- Transparent and high integrity leadership
- Five or more years senior nonprofit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, program development, data driven evaluation, delegating, and task facilitation
- Excellence in talent management with the ability to hire, coach, manage, collaborate, and develop high-performance staff and teams
- Ability to work effectively in collaboration with diverse groups of people along the dimensions of race, ethnicity, gender, sexual orientation, socio economic status, age, physical abilities, and religious beliefs
- Ability to convey the vision of the Center's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Ability to collaborate with and motivate board members and diverse volunteers and donor groups
- Strong written and oral communication skills
- Strong public speaking ability