

East Bay Depot for Creative Reuse
Job Description: Executive Director

The Executive Director (ED) is responsible for the overall management of the Depot, including strategic planning, fundraising, program development, outreach, communications, personnel, and financial management. The ED works closely with The Board of Directors, its committees, and the staff to ensure that the Depot's mission and vision are clearly defined and serve to direct the programs and activities of the Depot. The ED must also ensure that the organization remains fiscally sound, and that it maintains the highest ethical standards.

General Responsibilities:

The ED is responsible for the overall leadership and management of the organization. The ED coordinates the work of all staff to ensure that they work harmoniously and efficiently to implement the policies and programs of the organization.

The ED is also responsible for ensuring that there is funding and other resources adequate to implement the Depot's programs and that the available funds are effectively and efficiently used.

The ED acts as chief spokesperson for the Depot, and works to promote a positive image to the community. The ED oversees the presentation of the Depot's message to the public through publications, presentations, communications oversight through various media.

The ED participates actively in the Depot's interactions with other organizations, funding sources, clients, customers, and the public at large. The ED signs contracts and grant agreements on behalf of the Depot, with the approval of the Board.

Program Administration:

- Works with Board and senior Staff to develop, update and implement the organization's Strategic Plan.
- Works with Board and Staff to develop and operate new programs in accordance to the mission and strategic plan.
- Works with Board and Staff to evaluate the current program performance and service to the Depot's mission by developing and keeping up-to-date metrics that effectively reflect the success of programs.
- Work with Staff to develop and implement merchandising and marketing activities for the Depot to increase sales and material donations.

Financial Administration:

- Works with senior Staff to prepare an annual budget for approval by the Board.
- Provides timely financial reports to the Board.
- Supervises all financial accounting: bookkeeping, cash management, payroll and tax filings, and tracking of expenses related to grants.
- Maintains compliance with all legal and regulatory requirements.
- Assures adequate insurance coverage.

Development:

- Works with the Board and Staff to prepare, submit and execute an annual Development Plan, including development objectives for donors of materials, individual financial donors, and government and institutional donors.

- Writes and submit funding proposals, including letters of inquiry, grant proposals, applications and contracts, in a timely manner.
- Provides timely and complete reports to grantors.
- Maintain commonly needed grant applications materials, including current roster and biographies of Board and key staff members, IRS determination letter, articles of incorporation, financial reports, and frequently used boilerplate text.

Personnel/ Human Relations: (Responsible for these, but we outsource much of this. As head of the organization this all roles up to this person, but it isn't day to day stuff)

- Maintains a safe working environment that encourages the highest degree of equality, fairness, diversity, creativity, professionalism, productivity and morale of Depot staff.
- Ensure compliance with all local, State and Federal HR laws, regulations, and requirements, and all filings related to such.
- Develops/maintains job descriptions and salary schedules for all roles, establishing clear requirements and objectives for each position.
- Develops/maintains procedures for annual staff reviews, disciplinary procedures, promotions and dispute resolution.
- In consultation with senior Staff, approves the hiring and termination of all personnel and negotiates salaries.
- Develops/administers benefits program, such as: Medical, Vacation, Sick Leave, COBRA and Family Leave.
- Maintains/updates an Employee Policy Manual for distribution to all employees.
- Oversees volunteer programs to increase the productivity of the Depot.

Outreach/Communications Again, this roles up to them, but it isn't their day to day to post on Facebook...

- Ensure that regular communications are maintained with key donors, customers, grantors, local government agencies and school boards, the Depot Board of Directors and Staff, and other stakeholders.
- Act as the face and voice of the Depot in public and private communications.
- Oversee marketing and individual donor communications and measure their effectiveness in order to increase effectiveness.
- Plan for, initiate, and maintain communications with potential, previous, and current collaborators in order to promote useful collaborations that further the Depot's mission, and to foster increased community benefit through there collaborations.
- Maintain social media accounts to extend the reach and knowledge of the Depot.

Required skills and experience

- Personal integrity and honesty, an open mind and an eagerness to learn and improve.
- Thorough understanding of the Depot's mission and a deep commitment to that mission.
- 3-5 years of nonprofit experience in roles of increasing responsibility OR Equivalent
- At least 1-2 years of management experience with supervisory responsibility for at least four direct reports.
- Thorough understanding of nonprofit operations, governance, board development, and finance.
- Understanding of recycling and reuse and a commitment to waste reduction and environmental improvement.
- Strong written and verbal communication
- Strong public speaker

- Strong work ethic with high degree of energy

Desirable skills and experience

- Experience in an environmental, educational, reuse, and/or art-related organization.
- Mastery of common office technology: personal computers, office suites, spreadsheets, accounting software, social media management, email, LANs, etc.
- Familiarity with funding organizations and processes.
- A history of successful grant applications for grants of \$10,000 or more.
- Ability to build consensus through sympathetic listening and constructive conversation.
- Demonstrated ability to maintain composure and leadership during times of stress.

The East Bay Depot for Creative Reuse is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.