

Keystone Development Center Executive Director Job Description

The Executive Director is responsible for leading Keystone Development Center in a manner that supports and guides the organization's mission, serving under the direction of the Board, and with the advice and counsel of the Board. The Executive Director works with the Board to ensure that the mission is fulfilled through programs, strategic planning, and community outreach in a four state region (NJ, PA, Delaware, and Maryland)

I. Essential Job Functions

Board Relations

- Responsible for communicating with the Board providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
- Serve as a liaison between board and staff, keeping the Board informed of decisions related to staff performance and development
- Creates a culture of transparency, collaboration, communication, and trust throughout the organization
- Proactively address challenges in the internal and external environment to protect business interests

Fiscal health and management of KDC

- Responsible for fiscal integrity that ensures maximum resource utilization, and maintenance of the organization in a positive financial position
- Submission of annual budget, preparation of monthly financial statements and board reports
- Oversees financial record keeping and reporting for all internal and external accounts, approving expenditures and accounts receivable and managing the audit process
- Responsible for fundraising, and developing financial resources to support KDC's mission
- Obtain grants to support the activities of the organization - includes identifying sources, writing proposals, and other activities necessary for a successful outcome

Operations

- Compliance and adherence to all applicable laws and regulations
- Secure and manage legal, accounting, and other experts when decisions require their input
- Ensure effective administration of Keystone Development Center operations
- Responsible for the hiring, coaching, and retention of competent, qualified staff
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization
- Establish employment and administrative policies and procedures for all functions, and day-to-day operations
- Prepare and maintain relevant documents and agreements for internal and external audiences
- Establish and maintain relationships with key stakeholders, including shareholders and government agencies throughout the region and utilize those relationships to strategically enhance KDC's mission
- Deliver quality programs that represent KDC's leadership in cooperative development

- Serve as KDC's primary spokesperson to the organization's constituents, the media, and the public

II. Education and Work Experience

- Bachelor's degree required
- 5 years nonprofit leadership or related business development experience
- Knowledge of cooperative development a plus
- Budget management including budget preparation, analysis, decision-making, and reporting
- Strong organizational abilities including planning, delegating tasks and program development
- Demonstrated ability to lead and collaborate with a diverse and remote group of staff, board, volunteers, and donors
- Prior fundraising and grant writing success
- Excellent oral and written communication skills; comfortable with public speaking
- Software: MS Word; MS Excel: Formulas; MS Outlook, Google Calendar; QuickBooks; and CRM programs

III. Physical/Working Environment

- Physical Factors: Activities include general office work, operating computers and peripherals, and other telecommunications
- Sitting for extended periods, walking, standing, reaching with hands and arms, use of hands and fingers for phone and keyboard
- Hearing, seeing (observing, discussing, running meetings)
- Frequent lifting and/or moving up to 5 pounds and occasionally up to 25 pounds.
- Working conditions are generally indoors with occasional exposure to weather to travel to meetings at KDC locations.
- Ability to travel throughout the 4-state region as needed