

ONSIOW COMMUNITY OUTREACH (OCO)

Executive Director

Job and Class Description

General Function

To implement the goals and objectives of the agency, with the chairperson, enable the Board to fulfill its governance function; and to give direction and leadership toward the achievement of the agency's philosophy, mission, strategy, and its annual goals and objectives.

General Definition and Conditions of Work

Performs complex professional administrative and human services work with a variety of circumstances and with a Board of Directors. Does related work required.

This is medium physical work requiring the exertion of 50 pounds of force rarely and up to 20 pounds of force frequently. Mostly it is sedentary work requiring reaching, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly or quickly. Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and to make fine distinctions in sound. Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and or small parts, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surrounding and activities. Social interaction skills are required for speaking before the public, and for perception of the feelings of others. The worker is not subject to adverse environmental conditions.

Supervision, Organizational Placement

Reports to the Board of Directors and serves at the pleasure of the Board of Directors.

- Full supervision of program directors and administrative personnel.
- Indirectly supervises assistants and subordinates of program directors or administrative personnel.
- Hires, fires and disciplines all staff, or delegates such duties to appropriate persons with ultimate responsibility resting with the Executive Director.

Essential Functions and Typical Tasks

Description of General Duties, others as assigned by the Board of Directors, or as necessary for the legal, safe and efficient operation of Onslow Community Outreach.

- Assures that the agency has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress. Designs, administers and evaluates a comprehensive program that will achieve stated goals and objectives.

- Develops and recommends to the Board, an annual budget for their approval and manages programs within those guidelines. Supervises and approves all fiscal matters.
- Keeps the Board fully informed on the condition of the agency so that the Board can carry out its governance function. Arranges meetings of the Board and Members at the direction of the Board.
- Effectively manages the human resources of the agency building a team with the mission of the Onslow Community Outreach as a unified goal.
- Oversees and administers the condition, upkeep, and general needs of OCO property.
- Keeps adequate and accurate files and records.
- Prepares reports for FEMA, CFC, United Way and other agencies or entities in a timely fashion with appropriate personnel.
- Establishes a working rapport with military and local agencies, peer organizations and government entities which provide funding, assistance or collaboration. Specifically, maintains liaison with representatives and official of the City of Jacksonville, Onslow County and works to keep them informed of the mission, operation and function of Onslow Community Outreach.
- Serves as chief or spokesperson for the agency and thereby assures the agency and its mission are properly presented to various publics.
- Presents appeals to local agencies, governments and potential contributors with approval from the Board of Directors.
- Oversees a training program for all volunteers.
- Seeks to be aware of volunteers working in any capacity in the Center and ensures a mechanism is in place to show the appreciation of the community for their work.
- Performs related tasks required.

Knowledge, Skills and Abilities

Comprehensive knowledge of nonprofit management. Comprehensive knowledge of OCO and functions of the organization. Thorough knowledge of standard office and managerial practices. General knowledge of computer skills necessary for administrative functions. General knowledge of Microsoft Office application. Verbal and written communication skills. Leadership qualities and administrative skills. Thorough knowledge of public relations. Thorough knowledge of community resources and how to access them for clients at Center. General bookkeeping/accounting knowledge.

Special Skills Required

- Must be able to motivate the staff as a team.
- Must maintain a positive relationship with Onslow Community Outreach's members, volunteers, Board of Directors and the general public.
- Must be able to speak in public before elected leaders and others on all the programs of Onslow Community Outreach.
- Must be able to verbalize the mission of the Onslow Community Outreach.
- Must be able to work with, lead and demonstrate sincere appreciation to volunteers, leaders, donors and others who come in contact with, or who serve in some capacity, the Ministries.

- Must be able to advocate on behalf of the poor, disadvantaged and less fortunate of our community.
- Must have knowledge of governmental structure, leaders and community persons within Onslow County.
- Must be able to prepare grant requests, budgets, revenue proposals and with approval from the Board of Directors, be able to seek out new sources of revenue.
- Should be aware of status of Onslow Community Outreach within the community and continuously evaluate its future.

Experience and Education

The Executive Director must have nonprofit experience, must have worked as a volunteer in a charitable setting, must have experience in administering volunteers and must demonstrate fund developmental skills.

The successful candidate must be a person of high energy and integrity with documented administrative experience, preferable in a Business Services, Human Services or Public Services related field. An Associate Degree is required with a Bachelor Degree (or higher) being preferred.

Salary Range

Employment salary ranges from \$38,000 to \$45,000 for this position and will be determined based on demonstrated skills and expertise of the selected candidate.

Special Requirements

Possession of an appropriate driver's license valid in the State of North Carolina.

Special Conditions

May be asked to lead the Outreach in advance of or during a hurricane, during major storm conditions or a natural disaster. May be asked to lead or undertake action during holidays in order to provide services to clients. In that the organization operates during holidays, is expected to assure operation and demonstrate support for personnel, volunteers and others whose duties may require their presence.