



POSITION DESCRIPTION

TITLE: Director of Organizational

PROFILE SOURCE: Management Professional

REPORTS TO: Executive Director

STATUS: Exempt

PRIMARY FUNCTION:

Oversees Club operations and programs with primary concern for program development and implementation, staff development, supervision of assigned staff, departmental budget management, and resource development support.

KEY ROLES (Essential Job Responsibilities):

Leadership

- Directly supervise a team of staff and oversee the implementation and delivery of operations, programs, services and activities that facilitate achievement of Youth Development Outcomes.
- Lead the recruiting, training, retention, and development of program staff.

Strategic Planning

- Oversee the identification and evaluation of opportunities to improve program effectiveness on the basis of participation and achievement of stated goals; recommends modifications to improve program performance, as appropriate.

Resource Management

- Coordinate departmental budget development; monitor and report variances in revenues and expenditures.
- Manage performance of assigned staff in achieving goals, providing technical assistance in program design, development, community relations and program operations.
- Plan and implement a staff development and training program.
- Oversee performance management system including recruitment, employee relations, training and development.
- Support Board Committees, as assigned.
- Prepare program reports according to grant requirements

RELATIONSHIPS:

Internal: Maintains close contact with assigned staff to provide technical assistance in matters of programming and operations; interacts regularly with Executive Director and as assigned with the Board and its Committees.

External: Maintains contact with external community groups, schools, and others.

SKILLS/KNOWLEDGE/REQUIREMENTS:

- Bachelor's degree from an accredited college or university.
- A minimum of five years work experience in non-profit agency operations management and supervision, or an equivalent combination of experience and education.
- Considerable knowledge of the principles and practices of non-profit organizations.
- Demonstrated ability to organize, direct and coordinate operations
- Demonstrated success the recruitment, supervision, and retention of staff
- Strong communication skills, both verbal and written.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with Club staff, subordinates, Board members, community groups, and other related agencies.
- Strong leadership, communication, and management skills

ENVIRONMENTAL and WORKING CONDITIONS:

All work is conducted in a Club setting, indoors, and outdoors. Limited travel is required.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

To apply send a cover letter and resume to Erica Young at eyoung@walthambgc.org