



Americana World Community Center Executive Director
Job Description updated 20 October 2021

Please send your resume to the official HR committee email address at AmericanaHRCommittee@gmail.com.

The Americana World Community Center is located at 4801 Southside Drive in Louisville, Kentucky. Americana's mission is to provide holistic services to Louisville's refugee, immigrant, and underserved population to build strong and healthy families, create a safe and supportive community and help every individual realize their potential.

The Executive Director is the key management leader of the Americana Community Center, Inc. (ACC) The Executive Director is responsible for directing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

1) Board Governance: Works with the board in order to fulfill the organization mission.

- Responsible for leading ACC in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of ACC, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support ACC's mission.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of ACC's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that ACC can successfully fulfill its Mission into the future.
- Responsible for the enhancement of ACC's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4) Organization Operations. Directs and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for effective administration of ACC operations.
- Responsible for the hiring 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.

Professional Qualifications:

- A Master's degree in Social Work, or related educational background, is preferred
- 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, delegating, program development and task facilitation
- Ability to convey a vision of ACC's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector

- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to direct and collaborate with staff
- Strong public speaking ability

Actual Job Responsibilities:

1. Planning and operation of the annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as ACC's primary spokesperson to the organization's constituents, the media and the general public.
4. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance ACC's Mission.
5. Direct VISTA project, which includes supervising VISTA Leader, coordinating Community Advisory Board meetings and involvement, acting as liaison with the state office, and facilitating relationships with site supervisors and VISTA members.
6. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the State.
7. Supervise, collaborate with organization staff.
8. Strategic planning and implementation.
9. Direct organization Board and committee meetings.
10. Direct marketing and other communications efforts.
11. Review and approve contracts for services.
12. Manage maintenance of the Americana facility and its operating systems.
13. Other duties as assigned by the Board of Directors.

Salary: \$95,000-115,000 + benefits (401K, employer-paid health coverage, paid vacation and holidays)

The successful candidate(s) for this position will be subject to a pre-employment background check.

The Americana World Community Center is an Equal Opportunity Employer
For more information visit www.americanacc.org