

# **Tutwiler Community Education Center**

## **Job Description: Executive Director**

The Tutwiler Community Education Center (TCEC) is a nonprofit organization that strengthens children and families by developing programs that address the needs of the community. The TCEC is seeking a dynamic Executive Director to lead the organization; manage its staff; communicate its mission; provide financial management and development. The Executive Director (ED) is hired by, reports to and is evaluated by the Board of Directors. The Executive Director serves as a steward of the center's resources and works with the Board of Directors to help the organization respond strategically to opportunities and challenges as they present themselves. Other job duties include, but are not limited to, the following:

### **Administration, Fiscal Management and Fund Development**

- Directs the day-to-day operations of the TCEC.
- Oversees management of financial records and bookkeeping and banking responsibilities to ensure accurate financial reporting and compliance with internal financial controls.
- Supervises the preparation of financial and other reports for tax preparation, grantors, Board of directors and others.

### **Board Liaison**

- Works with the Board to develop and implement short and long-term strategies and goals and keeps the Board informed of the Center's progress toward achieving its goals.
- Provides for development, implementation and regular review of policies, programs, and procedures to assure growth of the TCEC.
- Develops and maintains open communication among donors, Board and staff.
- Assists the Chairman in planning and preparing Board agendas, including the planning, preparation and distribution of all materials related to committee meetings and Board meetings.

### **Desired Skills and Characteristics:**

- Excellent written and oral communications skills.
- Able to balance and coordinate multiple responsibilities.
- Strategic planning skills preferred.
- Energetic and passionate about making a positive difference for people and communities.
- Self-motivated with the ability to be agile and flexible.
- Demonstrated track record of strong management and leadership skills.
- Able to work across differences and understand the importance of diverse voices.

### **Community Liaison**

- Represents and serves as spokesperson for TCEC.
- Develops necessary materials for publicity including social media, periodic newsletters, annual reports and resource materials for special constituencies.
- Initiates or cooperates in joint ventures with other nonprofits to identify potential opportunities to leverage resources.
- Maintains an awareness of the needs and interests of the service area as they relate to the mission of TCEC.

### **Education, Experience and Background:**

- Bachelor's degree or 10 years' experience in the workplace required
- Master's degree preferred

- Supervisory experience required
- Experience managing large budgets

Salary Range \$50,00-\$54,000 (commensurate with experience and includes a complete benefits package)

Please send a cover letter and resume to [patrick@emmett-till.org](mailto:patrick@emmett-till.org) the Tutwiler Community Education Center Search Committee.