

# LANCASTER DOLLARS FOR HIGHER LEARNING

## JOB DESCRIPTION

### EXECUTIVE DIRECTOR

Job Title: **Executive Director - Part-Time Exempt**

Supervised by: **Board**

#### **Position**

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for the development of Lancaster Dollars for Higher Learning (LDHL); its policies and procedures; financial oversight; staff; and execution of its mission. S/he will develop deep knowledge of operations, donor base, and business plans and will lead the organization in fund development.

#### **Essential Duties and Responsibilities:**

##### Board Administration and Support

- o Support operations and administration of Board by advising and informing Board members, interfacing with Board and staff.
- o Provide information requested by Board

##### Leadership & Management

- o Ensure ongoing excellence, rigorous policies and procedures evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- o Actively engage and energize LDHL board members, donors, committees, volunteers, and applicants
- o Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction
- o Lead, coach, develop, oversee, supervise, and retain LDHL's staff
- o Ensure effective systems and regularly evaluate loan program components so as to measure successes that can be effectively communicated to the board, donors, and other constituents

##### Fundraising & Communications

- o Provide a vital and positive external presence of the organization

- o Expand revenue generating and fundraising activities to support existing operations and expansion as determined by the Board
- o Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand and recognition
- o Use external presence and relationships to garner new opportunities
- o Overall responsibility for the annual newsletter, assisting the Publicity and other committees as requested and as needed.

Planning:

- o With Board direction, provide strategic plan for the organization
- o Develop, manage, and implement budget which is approved by Board

General:

- o Regularly talk and hear
- o Reach with arms and hands and operate computer
- o Occasionally bend, stoop, squat and kneel
- o Occasionally lift no more than 20 pounds
- o Prepare clear effective written materials as more fully set forth above
- o Participate in discussions and meetings
- o Access and evaluate information
- o Provide friendly, courteous, and willing work attitude with public, the Board, and other employees
- o Other duties as assigned or needed

**Qualifications:**

The ED will be thoroughly committed to LDHL's mission. All candidates should have proven development and management experience. Concrete demonstrable experience and other qualifications include:

- o A college degree; track record of effectively leading a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth

- o Ability to learn and competently use software and other systems used by LDHL
- o Excellence in organizational management with the ability to manage staff, set and achieve strategic objectives, and manage a budget
- o Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- o Strong marketing, public relations, and fundraising experience
- o Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- o Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- o Ability to work effectively in collaboration with diverse groups of people
- o Self-directed and possess integrity, passion for higher education, and a positive attitude
- o Because organization is dedicated to providing assistance to Lancaster Countians and Executive Director will be the “face” of the organization, prefer resident of Lancaster County who is and will be active in the community.

*Mission Statement: The mission of Lancaster Dollars for Higher Learning is to provide financial resources to Lancaster County residents in support of their post-secondary educational goals.*

Last updated: \_\_\_\_, 2015