



Title: Executive Director
Status: Full Time- Exempt
Priority Deadline: open until filled

The Executive Director is the key management leader for the League of Dreams and is responsible for overseeing 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 board in order to fulfill the organization's mission. Gives direction and leadership to the formulation and achievement of the organization's philosophy, mission and its annual goals and objectives. Responsible for leading League of Dreams 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. Work with the board to develop and implement policies and procedures.
2. **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization. Responsible for the fiscal integrity of the League of Dreams, to include submission to the Board of a proposed annual budget and quarterly 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 the organization's mission. Responsible for pursuing and incorporating additional revenue sources through a variety of fundraising mechanisms, consistent with the mission of the organization.
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 League of Dreams' programs that carry out the organization's mission. Responsible for strategic planning to ensure that League of Dreams can successfully fulfill its mission into the future. Responsible for the enhancement of League of Dreams' image by being active and visible in the community, and by working closely with other professional, civic and private organizations. Keep informed of trends, issues, events and developments within the community through professional contacts, conference attendance, etc.

4. Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate. Responsible for effective administration of League of Dreams operations. Responsible for the hiring, training 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. Oversee administrative, financial, and program operation, and all personnel matters (design staff organizational structure, hiring, firing responsibilities, etc).

ACTUAL JOB RESPONSIBILITIES:

- Planning and operation of the annual budget.
- Implementation of budget and day-to-day financial/ accounting duties including accounts payable and receivable.
- Maintaining and implementing all human resources requirements including payroll and handbooks.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Serving as League of Dreams' primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various businesses/organizations throughout the city/state and utilize those relationships to strategically enhance League of Dreams' mission.
- 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 organization throughout the City/ County.
- Event coordinating and execution from planning to completion.
- Supervise, collaborate with organization staff.
- Manage the overall operation of the organization's equipment and facilities.
- Strategic planning and implementation.
- Oversee organization's board and committee meetings.
- Oversee marketing and other communications efforts.
- Negotiate, review and approve contracts for services.
- Develop, manage and coordinate all program registration, tryouts, schedules, uniforms, trophies, photos, etc.
- Other duties as assigned by the Board of Directors.

Professional Qualifications:

- 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 the League of Dream'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 oversee and collaborate with staff
- Strong public speaking ability
- Familiar with QuickBooks and/or other financial software
- Ability to lift at least 50lbs.
- Commensurate with experience and other qualifications.

Quality benefits package includes Paid Time Off and Paid Holidays.

Working Conditions: Office environment, program locations and out of office meetings and events.

Hiring Range: Salary Negotiable & Dependent Upon Experience