

**Job Description:**

The Executive Director (“ED”) is the Chief Executive Officer of Collier Resource Center, Inc. The ED serves as the leader of the organization and administers, coordinates and directs the organization’s operations. This individual implements the Board of Directors’ vision for the organization. Interested candidates should send a resume and cover letter to CollierResourceCenterApply@gmail.com

**Ideal Candidate:**

Collier Resource Center seeks a compassionate, natural leader with a genuine passion and enthusiasm for the organization’s mission, and who has prior non-profit administrative and fundraising experience in Southwest Florida.

**Responsibilities:****Leadership:**

- Provides thought leadership and engages the staff, Board of Directors, Advisory Council, committee members, and volunteers in developing and implementing a strategic plan.
- Works with the Board of Directors to set clear and measurable goals for the organization and consistently reviews progress.
- Effectively manages human, financial and information resources in an integrated and strategic framework.
- Effectively executes the mission of the organization in a continuously changing environment. Actively seeks new ideas and opportunities from new resources. Communicates effectively with stakeholders. Provides direction and motivation to staff and volunteers.
- Through effective oversight and staffing, sets high standards of quality for the organization’s programs, services and community interactions.

**Financial Sustainability:**

Drives the development efforts of the organization. Secures the resources needed to meet the financial needs through the creation and execution of a development plan which includes fundraising events, securing corporate sponsors, cultivating and soliciting donors, grant writing, planned gifts and a major gifts program.

**Administration and Financial Oversight:**

- Responsible for writing, managing and compliance with all funding sources.
- Promotes active and broad participation by volunteers in all areas of the organization's work.
- Maintains official records and documents, and ensure compliance with federal, state and local regulations.
- Provides leadership in developing program, organizational and financial plans with the Board of Directors and staff and carrying out those plans in partnership with the Board.
- Responsible for the recruitment, employment and release of all personnel (1 FT), both paid staff, consultants and team of 50 volunteers.
- Designs, develops and improves programs and services with the support of appropriate staff and volunteers.
- Maintains all aspects of the operations and to ensure business operations and safety.
- Provides administrative support to the Board of Directors.
- Responsible for developing and maintaining sound financial practices.
- Works with staff, finance committee, and the board in preparing an annual budget.
- Responsible for ensuring that the organization operates within budget guidelines.
- Knowledge of QuickBooks for Nonprofits and basic payroll procedures.

**Communications:**

- Serves as the primary spokesperson to the organization's constituents, the media, and the public. Ability to effectively articulate the mission and vision of the organization.
- Ability to create and deliver effective, meaningful and positive public presentations to targeted community groups.
- Seeks and builds board involvement with strategic direction.
- Jointly with the President and Executive Team of the Board of Directors, conducts official correspondence of the organization and with designated officers, executes legal documents.
- Supports a strong Board of Directors; serves as ex-officio of each committee.
- Ensures the board is kept informed on the condition of the organization and important factors influencing it.
- Reports to and works closely with the Board of Directors, ensuring their involvement in policy decisions, fundraising and visibility.

**Other**

- Other duties that may arise that are necessary to sustain and effectively operate the organization.

**Experience**

- Education/Training Level:

- Bachelor's level degree or 5 years' experience in non-profit leadership
- Communication Skills:
  - Strong verbal and written communication skills
- Technology Skills:
  - Strong understanding and ability to use Microsoft products
  - Analytics for report writing and data tracking.