

## **JOB DESCRIPTION JEANNETTE RANKIN PEACE CENTER EXECUTIVE DIRECTOR**

### **PRIMARY FUNCTIONS & RESPONSIBILITIES**

NOTE: In recognition of the scope of these responsibilities, it is to be understood that the Director is to take responsibility for seeing these tasks are completed – to recruit, oversee, and delegate responsibility to volunteers and committees -- rather than to physically carry out each task (eg: website, newsletters, database) without help.

**I. Program development and implementation** – Programs and events are central to the activities of the JRPC. The Executive Director is expected to ensure that they are developed and implemented effectively. Specific duties associated with this function may include:

- Maintain and coordinate JRPC sponsored events and programs
- Convene and coordinate ad hoc committees of constituents to plan JRPC-sponsored education and/or action events in line with organization's mission
- Assist public, when requested, in arranging and publicizing peace & justice programs of their design
- Collaborate with other groups on joint projects consistent with JRPC mission
- Facilitate grassroots involvement with JRPC

**II. Spokesperson and Representative for the Organization** – The Executive Director is a primary spokesperson and representative of the organization to the general public and media, and will be expected to maintain positive and effective communication channels, including outreach, to the public and the media, such as:

- Function as primary spokesperson for events, programs and issues
- Prepare and distribute press releases as needed
- Report annually on State of the Center to the community: JRPC Council, members, and donors
- Maintain regular hours at JRPC to enable direct interface with public
- Respond (or delegate response) to all e-mail /regular mail/phone calls as required
- Function as primary JRPC spokesperson for requested media interviews
- Oversee publication of regular e-newsletter via listserv. Maintain and expand listserv
- Keep JRPC website updated, useful, current and attractive
- Publish and distribute hard copy newsletters as necessary
- Promote JRPC site as a haven for peace (reading room/library, garden, etc.)
- Interface with fiduciary sponsored organizations re: program and relationship concerns, as needed

**III. Membership Management** – Members are critical to the success of JRPC. The Executive Director will ensure that data on memberships and communication with members is maintained effectively. Duties associated with this will include:

- Track all data on memberships and ensure that date, name, address, and amount are entered in database
- Keep members/constituents informed of education and action opportunities
- Expand membership and donor base

- Oversee database input and management
- Initiate membership drives and renewals in a timely fashion
- Address correspondence to and from members in a timely fashion

**IV. Personnel Management** – It is expected that the Executive Director will oversee the recruitment, use and management of student workers, volunteers and any other personnel associated with JRPC according to the policies outlined and approved by the Coordinating Council. This will include:

- Hire, train and supervise student workers
- Coordinate recruitment, training and use of volunteers
- Maintain tracking of volunteer hours
- Provide opportunities for Volunteer recognition
- Implement and monitor adherence to personnel policy
- When necessary, determine new policy with Coordinating Council
- Monitor compliance with federal and state employment-related laws
- Prepare all necessary reports for regulatory and compliance agencies regarding personnel matters
- Propose and prepare employee benefits for approval by Coordinating Council
- Compile employee hours by class code for non-profit reporting requirements
- Hire independent contractors with approval of JRPC Coordinating Council
- Establish and communicate clear performance expectations for all staff
- Provide regular opportunities for two-way feedback
- Prepare written evaluations as scheduled in the “Employment Manual”
- Model and facilitate healthy communication among all staff
- Mediate intra-staff conflicts in accordance with the “Employment Manual”

**V. Board Communication** – The Executive Director is expected to be an active participant in all Coordinating Council meetings so that two-way communication is maintained between Council, members and others. Included in this communication function, are the following duties:

- Act as staff, volunteer and membership liaison to Coordinating Council
- Convey issues and concerns from workers and members to and from the Coordinating Council
- Keep Council fully informed about issues and activities related to the organization
- Implement policies and initiatives as directed by the Coordinating Council
- Prepare and present all necessary reports to Council

**VI. Financial Management** – The Executive Director is responsible to ensure that the organization is fiscally sound and viable. Specific duties associated with this will include:

- Work with Administrative Committee to develop annual budget
- Maintain compliance with budget
- Propose budget revisions as necessary
- Provide monthly report of performance against budget with details of major variances
- Generate invoices for accounts receivable
- Issue disbursements as appropriate
- Maintain supporting documentation on all transactions

- Prepare monthly financial statements (Income Statement, Balance Sheet, and Cash Flow) for Treasurer/Coordinating Council
- Provide other financial reports to the Treasurer/Coordinating Council on request
- On a quarterly basis, prepare Reports by Class and ensure that all transactions are properly classified
- Provide JRPC's accounting firm with information to support preparation of annual tax return
- Comply with financial terms of any grants received, including those of fiduciary organizations and prepare any necessary reports for funders
- Ensure that bank records are reconciled monthly
- Ensure that deposit is prepared and taken to bank
- Ensure that necessary data is entered into Quickbooks
- Maintain banking records of FIDS
- Maintain leases of rental properties
- Convene and oversee fundraising committee
- Seek and pursue new funding sources
- Initiate and carry out special donation drives as needed
- Perform other financial and accounting duties as needed
- Oversight of corporate and tax status matters, including:
  - File IRS information as required
  - Monitor compliance with nonprofit corporation laws and IRS tax-exempt status requirements
  - Monitor adherence to articles of incorporation and by-laws
  - Prepare registration and reporting forms when needed

**VII. Fair Trade Store Operations**– The Executive Director will oversee all operations of the Fair Trade Store, including:

- Incorporate larger JRPC mission into retail operations
- Ensure exceptional customer service
- Reconcile daily sales to cash register tapes and sales recap slips
- Maintain all documentation for audit trail
- Ensure that sales and disbursements data is entered into Quickbooks
- Maintain inventory
- Participate in semi-annual physical inventory: review plan for physical inventory to insure proper cut-off; on a test basis, check accuracy of costs used; on a test basis check extensions (cost x quantity) for accuracy and total inventory; post actual costs of sales adjustments to Quickbooks

**VIII. Facilities/Operations Management** – The building, grounds and equipment of the JRPC will be managed in a safe and appropriate manner. Duties associated with this will include:

- Monitor facilities for needed maintenance, repair, and renovation
- Prepare proposals for needed improvements based on above monitoring
- Oversee/keep insurance policies
- Maintain basic supplies for store and center
- Retain records of warranties and serial numbers for all equipment