

## **Executive Director, LCCC**

*Interested applicants should email a resume and cover letter to [lcccjobsearch@gmail.com](mailto:lcccjobsearch@gmail.com).*

The Little Compton Community Center (LCCC) is looking for an Executive Director (ED) to lead the community center, its staff, and its programming. The ED will report directly to the LCCC Board of Directors. This position is anticipated to require 15-20 hours per week.

### **Responsibilities:**

1. The ED, in conjunction with the board, will maintain contact with the LC town council, other LC organizations, and LCCC donors. They will take immediate calls and handle emergent issues. They will identify board member(s) to connect with the council member or donor and follow-up.
2. The ED will coordinate with LCCC's outside accountant, maintain current and accurate records and oversee LCCC spending on a regular basis. The ED will also be responsible for identifying outside funding sources for new and existing programming (grants, donors, etc).
3. The ED will be responsible for compliance with federal, state, and local regulations.
4. The ED will review employee evaluations with the Managing Director (MD). While the MD will be responsible for day-to-day operations and overseeing staff, the MD will report directly to the ED.
5. The ED will constantly be evaluating LCCC's programming, together with the MD, to assess the success of the programs and the needs of the community. The ED will identify new programs and any unmet needs in the town that fit with the charter of the LCCC.
6. The ED will oversee all communications and outreach. They will maintain an up-to-date website and improve it as necessary. The ED will also put together a monthly newsletter with assistance from Board members. Additionally, the ED will use other forms of media outreach to promote LCCC activities and programs (constant contact, twitter, facebook, etc).
7. The ED will attend monthly Board meetings.
8. The ED will assist, as needed, with major LCCC fundraisers and events.

### **Qualifications:**

1. Considerable experience managing a not-for-profit community or civic organization, or a community-oriented position in government or private industry, including managing finances and overseeing programming. Fundraising or non-profit donor management experience is highly desirable. Bachelor's degree desirable, but will consider any combination of education and experience relevant to the position requirements.
2. Computer skills to include microsoft office, social media applications. Some website design or maintenance skills preferred. Familiarity with Quickbooks accounting software a plus, but not required.

3. Ability to work in a team, strong leadership skills, and a healthy sense of humor.