POSITION: Interim Managing Director  
REPORTS TO: President, Board of Directors  
SALARY RANGE: $55,000-65,000  

Job Description – Interim Managing Director  

Responsible for leading and overseeing the administration, programs and strategic planning of the organization.  

Operational planning and management  
• Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.  
• Oversee the efficient and effective day-to-day operation of the organization.  
• Provide support to the Board by preparing meeting agenda and supporting materials including taking minutes at Board meetings.  
• Serve on all committees. Set up meetings, prepare meeting agenda (if requested by Chair) and supporting materials.  
• Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.  

Program planning and management  
• Oversee the planning, implementation and evaluation of the organization’s programs and events.  

Member services and recruitment  
• Set up communication procedures (with Membership Committee) for all current members  
• Welcome new members  
• Determine prospective members and recruit  

Marketing and Public Relations  
• Oversee the planning and implementation of all marketing items including social media, website, advertisements, e-newsletters and press coverage  

Community relations/advocacy  
• In addition to the President of the Board, act as a spokesperson for the organization  
• Represent the organization at community activities to enhance the organization’s community profile  
• Establish good working relationships and collaborative arrangements with community groups, funders, elected officials, and other organizations to help achieve the mission of the organization  

Fundraising, financial planning and management  
• Prepare and manage a comprehensive budget (approximately $200,000) with the assistance of President and Treasurer  
• Work with the Board to secure adequate funding for the operation of the organization (sponsorships and grants)
• Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
• Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization

**Human resources planning and management**
• Determine staffing requirements for organizational management and program delivery
• Recruit, interview and select staff
• Manage staff (Currently, Digital Marketing Coordinator and Membership Coordinator)
• Coach and mentor staff as appropriate to improve performance
• Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff

**Event management**
• Plan, organize, lead and control the annual Volunteer Awards Ceremony, an annual event celebrating over 100 area volunteers. This event represents approximately half of the annual revenue of the organization (sponsorships and ticket sales)
• Establishing and maintaining relationships with vendors and venues
• Planning event details and aspects, including sponsorships, marketing, vendors and guests
• Creating reliable financial reports and collecting payments on time
• Remaining under budget with all costs
• Managing events and addressing potential problems that may arise
• Planning for potential scenarios that could impact the integrity of the event

**Risk management**
• Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage

**Qualities of Successful Managing Director**
1. **Self- Starter.** This position has a great deal of flexibility but there is no daily supervision, so one must be goal driven and possess a high degree of motivation and energy. Must be a “doer” and have a record of productivity.
2. **People Person.** Must love people. Be willing and comfortable to talk to anyone and be warm and approachable. A good memory for names is helpful.
3. **JEDI.** Must be aware, educated and committed to Justice, Equity, Diversity and Inclusion.
4. **Brand Integrity/Intelligence.** Understanding the vibe and culture of NCPC.
5. **Structured.** Incredibly organized with high attention to detail.
6. **Multi-tasker with ability to Prioritize.** Must be able to juggle many balls at one time. Manage seven committees and 17 Board members often with several programs happening at once.
7. **Persistent Follow-through.** Consistent contact and check-ins with board members and members to keep things moving forward.
8. **Passion for the Mission.** Must be “driven” by the importance of the organization’s mission.
9. **Ability to Motivate Others.** Have the ability to attract and inspire others. This position works mostly with volunteers (Board & Committee Members) and a small staff.
10. **Think Strategically, but Implement Tactically.** Be able to see the big picture but implement plans effectively in “bite-size morsels” to move the organization forward.
11. **Financial Intelligence.** Must understand finances. Know how to budget and use QuickBooks.
12. **Fundraising Skills.** Have knowledge and experience in fundraising techniques. Responsible for high percentage of sponsorships.
13. **Creativity.** Be able to be creative with marketing and events.
14. **Stamina.** Have physical and emotional stamina. Be able to tolerate long days especially during Volunteer Awards Celebration.
15. *Be a “Servant Leader”*. Be more concerned about what you can “give” to others rather than what you are going to “get” from the organization.

16. *Technology Competence*. ETapetry, Constant Contact, QuickBooks online, Excel, Word, Zoom

This is an interim position to acknowledge that the organization will be in transition. The Interim Managing Director will help the organization navigate strategic planning, explore collaboration and partnership opportunities while setting the organization up for long term success in achieving the mission of promoting and strengthening philanthropic impact in our communities.

The Interim Managing Director will have the opportunity to submit their candidacy for the future leadership position of the organization.

**About North County Philanthropy Council**: NCPC is a regional membership association of non-profit professionals, board members and volunteers along with corporate philanthropists serving San Diego County communities. Membership in the council is open to all organizations, businesses, and individuals interested in learning and sharing to ultimately provide an even greater benefit to the communities and individuals they serve. NCPC fosters a just, equitable, diverse and inclusive (JEDI) community starting with ourselves.

North County Philanthropy Council was founded in the mid-1980’s by 38 organizations and individuals who recognized that the North San Diego County nonprofit community was in need of a resource that would help promote philanthropy. Today, with a membership of over 265, the Council continues to fulfill its mission by providing education and training in fundraising and leadership development, promoting the values of philanthropy, encouraging communication among those in the nonprofit sector with each other and the corporate world as well as recognizing individuals whose efforts have “made a difference” in our communities.

NCPC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and the community we serve.

To apply, please submit a cover letter and resume to info@ncphilanthropy.org with the subject line “Managing Director Application” by April 15, 2022.