

# Black Contractors Owners & Executives

## *Executive Director*

### **Introduction**

Formally established in 2017, Black Contractors Owners & Executives (BCOE) is a 501c (6) nonprofit organization

BCOE achieves this mission through education, mentoring, advocating and lobbying.

The organization relies on both professional staff and Board Members to achieve its objectives. The Board consists of the Executive Committee serving two-year terms (President, Immediate Past President, Vice President, Secretary, and Treasurer) and directors serving one-year terms.

### **General Responsibilities**

#### **1. Board Governance:**

- a. Works with board in order to fulfill the organization mission. Responsible for leading BCOE in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- b. 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.

#### **2. Financial Performance and Viability:**

- a. Develops resources sufficient to ensure the financial health of the organization.
- b. Responsible for fundraising and support the development other revenues necessary to support BCOE's mission.

#### **3. Organization Mission and Strategy:**

- a. Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- b. Responsible for implementation of BCOE's programs that carry out the organization's mission.
- c. Responsible for strategic planning to ensure that BCOE can successfully fulfill its Mission into the future.
- d. Responsible for the enhancement of BCOE's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

#### **4. Organization Operations:**

- a. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
- b. Responsible for the hiring and retention of competent, qualified staff.
- c. Responsible effective administration of BCOE operations.

## **Job Duties**

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, strategic planning, fundraising and to increase the overall visibility of the organization.
2. Supervise, collaborate with organization staff.
3. Serve as BCOE's primary spokesperson to the organization's constituents, the media and the general public.
4. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance BCOEs's mission.
5. Develop and maintain good working relationships with elected officials, the media, public interest groups.
6. Engage in fundraising and developing other revenue streams.
7. Oversee marketing and other communications efforts.
8. Oversee organization Board and committee meetings.
9. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
10. Review contracts for services and present to Board for approval.
11. Other duties as assigned by the Board of Directors.

## **Program Activities and Public Image**

Oversees design, marketing, promotion, delivery and quality of programs, products and services.

Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant members.

## **Board Support**

Supports operations and administration of Board by advising and informing Board members and interfacing between Board and staff.

In concert with the President of the Board, the Executive Director will assist the Board to fulfill its governance function

The Executive Director will provide direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives

Specifically, the Executive Director will assist the Board with:

- Short- and long-term strategic planning
- Operational and programming activities
- Fiscally sound financial management
- Marketing and public relations
- Human resource management

- Development of strong board, volunteer, and membership relations
- Representation of BCOE in the community at large and among its constituents

The Executive Director is responsible for completing assignments as directed by the Board.

The Executive Director is responsible for coordinating Board Meetings and serves on committees and other groups as necessary. Provides administrative support (e.g., preparation of meeting agendas and record keeping) to the Board of Directors and Committees.

### **Membership Growth & Development**

Strongly focuses on building relationships with the membership and understanding their needs in order to develop programs and initiatives specific to establishing strong operational foundation growing capacity.

Specifically looks for ways to increase membership base year over year.

Encourages and engages membership to participate on committees; identifies members as potential board members.

### **Miscellaneous**

Human Resource Management - Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations

### **Qualifications**

- Bachelor's degree in public administration, or advanced experience in planning and marketing for not-for-profits, and knowledge of or demonstrated experience with grants and contracts management.
- Transparent and high integrity leadership.
- Five or more years senior nonprofit management experience.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Strong public relations skills
- Demonstrated ability to oversee and collaborate with staff.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.

- Must possess creativity and demonstrate mastery in writing and other communication skills including speaking ability.
- Strong work ethic with a high degree of energy.