

EXECUTIVE DIRECTOR JOB DESCRIPTION
WomenSource, Gainesville, GA

Job Summary: The Executive Director will provide leadership and implement policies and programs to fulfill our mission of providing educational programs to empower women.

Location and Terms: Full-time position with flexible 40-hour work week with occasional weekends and evenings based on program schedule. Should be available to board members during weekdays from 9:00 a.m. – 5:00 p.m.

Salary/rate: This position has a salary range of \$40-55K dependent on experience with 15 days of paid time off plus recognized holidays (negotiable). Health insurance benefits not provided.

Supervisory Responsibilities:

Responsible for overall administrative management and operation of the organization including paid or contracted staff and volunteers.

Duties/Responsibilities:

- Coordinate monthly board meeting and annual strategic planning meeting.
- Meet monthly with committee co-chairs.
- Develop and implement monthly, quarterly, and annual programs and events for our community of women.
- Oversee preparation of annual budget and fundraise to meet the needs defined in the budget.
- Support and direct public relation activities to build and maintain relationships with other organizations and the public.
- Develop and market the organization through the management of social media, newsletter and website.
- Manage all administrative duties including correspondence, receipts, expenditures, and communications.
- Execute other duties as requested by the Board of Directors.

Required Skills/Abilities:

- Strong leadership skills with the ability to develop and communicate the organization's mission and vision.
- Must be a self-starter with the ability to achieve defined outcomes with little oversight or direction.
- Excellent verbal and written communication skills.
- Ability to establish and maintain working relationships with government agencies, community leaders, and the public.

- Strong analytical and problem-solving skills.
- Financial oversight with basic accounting and bookkeeping skills.
- Proficient with Social Media platforms and Wordpress.
- Proficient with Microsoft Office Suite and related software.

Education and Experience:

- Bachelor's degree in related field desired.
- At least three to five years of experience with supervisory and leadership experience preferred.