

Leadership Blount

Associate Executive Director

DEFINITION

To perform a wide variety of program, financial and administrative responsibilities in support of Leadership Blount and its programs. This is a part-time position, 25 hours per week, which does not include health insurance or benefits. This position reports directly to the Executive Director and the Board of Directors of Leadership Blount.

Essential Functions:

Oversee Youth Leadership Blount Program

- Develop and administer Youth Leadership Blount sessions to include program planning, logistics, and program evaluation.
- Work with Youth Advisory Committee to plan curriculum, provide agenda, minutes and financial information for committee meetings.
- Coordinate class selection process by providing information to the community, high school guidance counselors and faculty; provide assistance to Youth Leadership Blount selection committee.

Oversee Grant Writing Process

- Write grant proposals and status reports ensuring high quality standards and meeting of all deadlines. Research new funding opportunities and assist with other resource development duties as required including special events and direct mail.
- Develop methods of collecting data and measuring outcomes for grants.

Oversee Financials of Organization

- Input data into computerized accounting program; run computer generated reports as necessary; prepare monthly budget documents.
- Participate in the preparation and administration of assigned budget(s); maintain and monitor appropriate budgeting controls; prepare annual audit and quarterly financial statements.
- Receive, sort and process a variety of invoices and billings; post all expenditures and revenues for specific funds, make bank deposits and reconcile monthly statements.
- Compile and prepare appropriate data for account receivable and account payable billing.
- Receive, sort and distribute incoming and outgoing correspondence.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Education: Bachelor's degree required, or equivalent work experience. Major course work in education, public administration, business administration or related field is desirable; additional experience in program planning and implementation is preferred.

Experience: 3-5 years of increasingly responsible program, administrative and analytical experience, preferably with a non-profit organization. Additional training in bookkeeping, grant writing, accounting, program planning and implementation is desirable.

Knowledge of:

Principles and practices of budget administration, accounting principles and procedures.

Methods of program planning and analysis, research, and report preparation.

English usage, spelling, grammar and punctuation.

Principles and procedures of record keeping, including financial record keeping and reporting.

Skills:

Work independently with minimal supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Perform administrative work involving the use of independent judgment and personal initiative.

Fluent in general computing skills including, Word, Excel, Quicken, Gmail, and database software.

Maintain a variety of records and files.