

POSITION DESCRIPTION
EXECUTIVE DIRECTOR
GAITHERSBURG BELOVED COMMUNITY INITIATIVE (GBCI)

The Organization:

GBCI is an intergenerational program that strives to build relationships based on mutual caring, sharing and learning between the residents of Asbury Methodist Village and individuals and organizations in the greater Gaithersburg community. GBCI forges these intergenerational relationships and community partnerships to promote social justice and build resilience in and improve the lives of children, youth, families and older adults. We do this by:

- Mentoring and tutoring elementary and middle school youth;
- Offering weekly conversation classes for adult English language learners;
- Supporting our neighbors in Gaithersburg in their efforts to create and maintain a safe and secure community;
- Engaging parents and children in an early literacy program.

Purpose of the Position:

The Executive Director of GBCI is responsible for sustaining and advancing the mission of the organization in collaboration with the GBCI Board of Directors. The Executive Director provides the leadership and overall supervision for all aspects of the GBCI operations on both a day-to-day and a strategic long-term basis including but not limited to: program development and management; recruitment and management of over 120 volunteers; staff and consultant hiring and management; resource development; fiscal management; communications and marketing.

Reporting: The Director of GBCI reports to the GBCI Board of Directors on matters regarding program activities, strategic planning, budget and fund-raising and communication and other issues that pertain to the day-to-day running of GBCI. The Director also works closely with an Operations Committee of the Board.

Strategic Planning:

- Implement the vision, mission and strategy of the organization. Establish current and long-term goals and objectives in collaboration with the Board of Directors.
- Work with the GBCI Board of Directors to implement, update and measure programs toward long-range strategic and near-term goals and objectives.
- Advise the Board of Directors as to whether the strategic plan continues to reflect the needs of the community.
- Advise Board on opportunities to expand and develop new and innovative programs.

Operations:

- Establish policies and procedures for all functions and for day-to-day operations.
- Report to and work closely with the Board of Directors on all matters.
Communicate effectively with the Board and other Committees of the Board so that they can make informed decisions.
- Serve as a spokesperson and represents GBCI at meetings at AMV and in the greater community.
- Establish and maintain relationships and seek collaboration with various organizations; engage in relationships of reciprocity.
- Recruit and supervise staff and consultants as they are needed to carry out effectively the programs of the organization.
- Ensure programmatic and administrative efficiencies.
- Recommend timelines and resources to achieve goals and propose new ways of conducting the operations.
- Oversee programs, marketing and communications efforts.
- Evaluate all aspects of volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate.
- Coordinate meetings, communiques, PR efforts.
- Create and maintain a database of volunteers and program participants
- Maintain electronic and hard-copy files.
- Meet regularly with appropriate AMV staff and management to coordinate on campus activities.

Financial: Develop system and resources to ensure financial health and viability of GBCI.

- Responsible for the organization's fiscal integrity.
- Work with the Board to establish an annual budget.
- Provide monthly financial statements.
- Manage day-to-day cash flow in a timely manner, operating within the approved budget.
- Oversee accounting and financial record keeping with the Board's Treasurer.
- Explore and expand revenue generating and fundraising activities.
- Build partnerships and establish relationships with funders and community leaders.
- Work closely with Asbury Foundation as GBCI's fiscal agent.
- Write grants, review contracts and coordinate with Asbury Foundation to seek funding, apply for grants, and obtain approvals.
- Write reports for funders as required and produce invoices when necessary.

Volunteer Management

- Recruit, meet with, nurture and place volunteers.
- Make volunteer referrals to GBCI program leaders.
- Conduct and/or arrange for volunteer orientation and/or training when appropriate.
- Develop and manage volunteer policies, procedures and standards.
- Develop a wide range of volunteer opportunities and provide coordination of all volunteer roles.
- Ensure compliance with MCPS and any other organization with which GBCI collaborates.
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation.
- Organize volunteer recognition program/special event.
- Provide ongoing support and guidance for volunteers.

Program Coordination: (in collaboration with the Program Manager)

- Coordinate and manage mentoring programs and tutoring programs.
- Hire contract facilitators and collaborate with each on curriculum development and all matters relating to program delivery.
- Develop relationships and maintain communication with schools, teachers, counselors, and other personnel involved in order to gain community support and to solicit input to improve the program.
- Coordinate student selection, logistics, permissions, policies, evaluations.
- Liaise with school staff to ensure effective delivery of program. Handle all logistics before and during program operation, including weekly reminders to mentors, parents, teachers, AMV Transportation through emails and text messages in English and Spanish.
- Gather feedback and handle issues that arise.
- Coordinate with leaders of all programs to secure speakers/speaking engagements, establish annual budget, conducts evaluations, trouble-shoot issues as needed.
- Coordinate with program partners to develop plans and ensure goals and objectives are met.
- Ensure that programs operate within policies of GBCI and of the schools and try to implement best practices in youth development and intergenerational programming.
- Create forms, permissions, records to track participants, document program activities.
- Ensure that the programs operate within the approved budget; monitor and approve all expenditures.

- Identify and evaluate the risks associated with program activities and take actions to control risks.

Communications

- Develop a communication plan that regularizes internal and external communications, including electronic newsletters and printed matter.
- Manage GBCI website and other external communications.
- Use internal and external presence and relationships to garner support for building a beloved community.
- Comfortable with ZOOM and other web-based meeting and communication applications.
- Write reports or articles on the programs for PR purposes or for funders.
- Manage GBCI Monthly Meetings.

Evaluation: Implement meaningful program evaluation

- Establish clear goals and objectives for each program.
- Determine best method of evaluation for each.
- Work with program leaders to develop and implement surveys.
- Analyze data and report and share findings.

PERSONAL QUALIFICATIONS:

- The GBCI Director should demonstrate leadership and entrepreneurial qualities. He/she should be a proven administrator with the ability to motivate, inspire and instill confidence in others.
- A proven strategic thinker with the highest level of integrity.
- A collaborative leader, comfortable working with and inspiring a broad range of individuals and personalities to build strong working relationships.
- A service-oriented leader.
- Individual self-starter and at the same time a dedicated team player.

PROFESSIONAL QUALIFICATIONS:

- Minimum five years' experience developing intergenerational programs, community relationships, volunteer management and non-profit program management.
- Master's Degree or demonstrated equivalent experience in related field required.
- Excellent program management, communication, creative problem-solving and relationship building skills.
- Experience working collaboratively with multiple stakeholders; ability to develop partnerships between persons of diverse populations, faith traditions and ages.
- Experience developing and managing budgets, grant writing and fundraising.

- Experience in staff development, strategic planning, and outcome measurement essential.
- Experience developing and implementing effective communication strategies.
- Excellent public speaking and written communication skills. Proficient at facilitating discussions with diverse audiences.
- Experience conducting meetings, providing instruction and training via ZOOM.

www.gaithersburgbelovedcommunity.org (search with Chrome or Firefox)

**Contact and send resume and cover letter to: Spence Limbocker, Chair –
GBCI: 211 Russell Ave. #56, Gaithersburg, Md. 20877
limbockers@gmail.com.**

GBCI is an Equal Opportunity Employer and as such encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability