

Job Title:**Part-Time Executive Director**

Reports to: Board of Directors

FLSA Status: Exempt (Part-Time)

Position Summary:

The Part-Time Executive Director provides leadership and oversight for all aspects of the organization's operations, programs, and partnerships. Working closely with the Board of Directors, the Executive Director ensures effective management of resources, supports fundraising and community engagement, overseeing the tenants, and advances the mission of the organization through the framework of the organization's by-laws and policies. This position is ideal for a collaborative, self-motivated leader who can balance strategic vision with hands-on management in a part-time capacity.

Key Responsibilities:**Leadership and Strategy**

- Implement the organization's mission, goals, and strategic objectives in coordination with the Board.
- Provide leadership to maintain a positive organizational culture focused on impact and community service.
- Advise the Board on policy, planning, and program development.

Board Relations

- Serve as the primary liaison between the Board and staff/volunteers.
- Prepare regular reports and updates for the Board of Directors.
- Support Board development, including recruitment and engagement of members.
- Organize annual and quarterly meetings.

Financial Management

- Oversee budgeting, financial reporting, and compliance with all legal and fiscal responsibilities.
- Work with the Board and Finance Committee to ensure fiscal accountability.
- Seek new funding sources and maintain relationships with donors and partners.

Fundraising and Development

- Coordinate fundraising initiatives, grant applications, and donor communications.
- Represent the organization in the community to increase visibility and attract support.

Program and Operations Oversight

- Supervise program delivery to ensure alignment with mission and goals.
- Support staff and volunteers to achieve high-quality results.
- Maintain policies, procedures, and efficient day-to-day operations.
- Maintain campaign records and statistics. Analyze and evaluate fundraising and fund distribution results to benefit future campaigns.
- Oversee development of campaign and marketing materials including brochures, pledge forms, and electronic media.
- Understand and comply with the by-laws and policies of the Cumberland County United Fund.

Communications and Community Relations

- Serve as the spokesperson and ambassador for the organization.
- Strengthen partnerships with community leaders, partner agencies, and stakeholders.
- Promote the organization through public outreach and social media as appropriate.

Qualifications:

- Minimum 3–5 years of leadership experience, ideally in the nonprofit sector.
- Strong organizational, financial management, and communication skills.
- Experience with fundraising, grant writing, and community engagement.
- Ability to work independently and manage multiple priorities within limited hours.
- Passion for and commitment to the organization's mission.

Schedule and Compensation:

- 27 hours per week (flexible schedule). Compensation Time Available.
 - Compensation commensurate with experience.
 - Some evening or weekend hours may be required for meetings or events.
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