



Long Island Volunteer Center Job Description: Executive Director

OVERVIEW

Founded in 1992 and incorporated in 1994, the Long Island Volunteer Center (LIVC) is an independent non-profit 501(c)3 volunteer service organization that promotes direct service and volunteerism to meet critical needs in the community. LIVC's mission is to strengthen our community and enrich lives by mobilizing a diverse, committed corps of individuals and groups in meaningful volunteer service primarily through our website program. LIVC delivers volunteer service activities through a unique model of flexible and meaningful volunteering opportunities accessed through its volunteer portal, www.longislandvolunteercenter.org.

Service projects addressing critical community needs are made available to registered volunteers especially around National Days of Service. Named a NYS regional volunteer center in September 2011, the LIVC strives to increase the profile of volunteerism in the region as well as increase the number of new volunteers engaging in meaningful service.

The role of the Executive Director is to lead LIVC to achieve greater reach and impact in regional volunteerism in partnership with the Board of Directors, staff, and volunteer leaders. The Executive Director is expected to be a strong leader able to manage people and programs, proven fundraising capabilities and will have responsibility over the strategic, programmatic, and financial operations of the organization.

RESPONSIBILITIES

Organizational Management & Leadership

- Lead organization through implementation of strategic plan and goals
- Recruit, orient and train our all-volunteer staff; provide for organizational policy and procedure
- Develop annual work plans based on organizational strategic plan with each staff member and evaluate performance in accordance with annual plan
- Support and motivate staff in accomplishing professional responsibilities and goals
- Coach staff in their personal growth and professional development
- Reports to the Long Island Volunteer Center Board of Directors
- Performs related duties as required

Resource Development and Fiscal Responsibility

- Ensure reports to all regulatory agencies are timely and accurate
- Responsible to cultivate fundraising sources, individual, government, corporate, commercial, potential event driven fund raising, obtaining individual and corporate gifts including grants
- Expand and support relationships with corporate and individual donors
- Develop and manage organizational budget in partnership with finance committee
- Provide oversight in matters of technology and work with board to address the ongoing operational needs of the organization

Board of Directors

- Work in partnership with Board of Directors on appropriate issues, policies, and strategic direction of LIVC
- Provide Board committees with appropriate staff support
- Prepare financial and organizational reports
- Provide for management, implementation and measurement of organizational strategic plan

External Relations and Outreach

- Provide oversight for overall organizational communications plan
- Support organizational partnerships and programming in accordance with mission
- Represent Long Island Volunteer Center to the public and work to increase awareness of the organization
- Cultivate key relationships on behalf of the organization through outreach and collaboration across the community
- Maintain alliance with NYS Regional Volunteer Center network, local HandsOn Affiliates, Health & Welfare Council of Long Island, Long Island Voluntary Organizations Active in Disaster, United Way of Long Island, Long Island Volunteer Enterprise, Association for Professional Volunteer Administrators, Association for Fundraising Professionals Long Island, and other key partnerships as appropriate

EXPERIENCE AND QUALIFICATIONS

Professional Qualities Desired:

- Demonstrated Proficiency in Fundraising including developing resources to expand fund raising efforts
- Candidate must have familiarity in the oversight of web development to meet the objectives of the LIVC
- Experience in growing and expanding an existing non-profit organization
- Organizational Management Experience
- Strong Motivational and Team Building Skills
- Financial Management and Budgeting Experience
- Proven Leadership – Ability to lead organization through growth and challenges
- Excellent Internal and External Communication Skills
- Strategic Planning

Other Key Qualities:

- History of volunteering, commitment to community, and passion for service
- Non-profit knowledge or experience, including: an understanding of non-profit finances, grant writing skills and experience, familiarity with the role of a non-profit Board, and the Executive Director's relationship with the Board
- Ability to work with community partners and organization's constituents, as well as ability to develop a strong network with key figures in the community
- Enthusiasm and dedication to inspire staff, volunteers, and sponsors
- Minimum of a Bachelor's degree required; Masters in relevant field preferred
- General computer skills, event planning, and project management experience helpful
- Valid driver's license required

Revised 12/11/17

SALARY: Compensation is competitive with a generous benefits package. LIVC is an equal opportunity employer.

HOW TO APPLY: Interested candidates should email their resume and cover letter. Please write in the subject line *[Full Name] – Executive Director*. Applications must be received by 5:00 pm on January 8, 2018. Email application to intern@licf.org. No phone calls regarding the positions will be accepted.