



Executive Director

Job Classifications and Descriptions

Updated March 2022

General Function

To implement the goals and objectives of Sturgeon City of Jacksonville, Inc. (SC), provide sustainable funding strategies, facilitate a harmonious workplace and mission driven employees and volunteers; collaborate with the chairperson, enable the Board to fulfill its governance function; and give direction and leadership toward the achievement of SC's mission, annual objectives and long range strategic goals.

General Definition and Conditions of Work

This is medium physically demanding job requiring the exertion of 50 pounds of force rarely and up to 20 pounds of force frequently. Most job functions require reaching, fingering, grasping and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly or quickly. Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and to make fine distinctions in sound. Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and or small parts, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surrounding and activities. Social interaction skills are required for speaking before the public, and for the perception of the feelings of others. The worker may be subjected to performing his/her duties during minor adverse weather conditions to include cold, heat and rain.

Supervision, Organizational Placement

- Reports to the Board of Directors and serves at the pleasure of the Board of Directors
- Supervises Program personnel
- Indirectly supervises assistants and subordinates of program personnel
- Supervises hosted and incubated programs
- Supervises all staff or delegates such duties to appropriate persons with ultimate responsibility resting with the Executive Director

Essential Functions and Typical Tasks

- Assures that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress
- Designs, administers and evaluates a comprehensive program that will achieve stated goals and objectives
- Develops and recommends to the Board, an annual budget for their approval and manages programs within those guidelines
- Supervises and approves all fiscal matters
- Develops, implements and supervises closely a fund development strategy approved by the Board for sustainable and adequate funding of the organization

- Oversees the overall management of the Sturgeon City Environmental Education Center to include essential staff, marketing, bookings and rentals, efficient operations and facility upkeep.
- Ensures communication with organizations and key groups within the community
- Keeps the Board fully informed on the condition of the organization so that the Board can carry out its governance function
- Arranges meetings of the Board and Members at the direction of the Board
- Effectively manages the human resources of the nonprofit by building a team with the mission of SC as a unified goal
- Ensures communication within the organization
- Oversees and administers the condition, upkeep, and general needs of SC properties
- Keeps adequate and accurate files and records
- Prepares reports for agencies or entities in a timely fashion with appropriate personnel
- Establishes a working rapport with military and local agencies, peer organizations and government entities which provide funding, assistance or collaboration
- Maintains liaison with representatives and officials of the City of Jacksonville, Onslow County and works to keep them informed of the mission, operation and function of SC
- Remains informed of national and state nonprofit related programs and matters affecting the target populations of the programs of SC
- Prepares, or delegates the preparation of informational programs for presentations to local civic groups, member organizations or other interested groups
- Oversees communications and marketing to ensure the public is aware of the programs, services and work of SC
- Serves as chief spokesperson for the agency and thereby assures the agency and its mission are properly presented to various publics
- Presents appeals to local agencies, governments and potential contributors with approval from the Board of Directors
- Oversees a training program for all volunteers
- Seeks to be aware of volunteers working in any capacity in the organization and ensures a mechanism is in place to show appreciation for their work
- Performs related tasks as required

Knowledge, Skills and Abilities

- Comprehensive knowledge of nonprofit management
- General knowledge of nonprofit management and laws related to nonprofit operations in North Carolina
- Thorough knowledge of standard office and managerial practices
- General knowledge of computer skills necessary for administrative functions, specifically Microsoft™ Office™ applications
- Thorough knowledge of electronic communication including use of internet, email and social media
- Thorough knowledge of fund development strategies for nonprofits
- Strong verbal and written communication skills
- Leadership qualities and administrative skills
- Self-starter with little direction needed
- Must possess good organizational and counseling skills
- Thorough knowledge of marketing and public relations
- Strong financial management skills including budget preparation, analysis, decision making and reporting
- Ability to lead, manage and motivate employees in a harmonious existence to the mission of SC

- Ability to effectively interact with a diverse community of clients, volunteers and contributors

Special Skills Required

- Must be able to motivate diverse staff and hosted organizations as a team
- Must maintain positive relationship with SC supporters, volunteers, Board of Directors and the general public
- Must be able to speak in public before elected leaders and others on all the programs of SC
- Must be able to verbalize the mission of SC
- Must be able to work with, lead and demonstrate sincere appreciation to volunteers, leaders, donors and others who serve SC
- Must be able to advocate on behalf of environmental education and environmental stewardship
- Must have knowledge of governmental structure, leaders and community persons within Onslow County
- Must be able to prepare grant requests, budgets, revenue proposals and with approval from the Board of Directors, be able to seek out new sources of revenue
- Must be capable of implementing a Fund Development Plan and helping to chart sustainable and adequate fund development for Sturgeon City of Jacksonville, Inc.

Education and Experience

An applicant must possess documented administrative experience, preferably from a Business Services, Business Management, Hospitality Management, or Public Services related field. A bachelor's degree (or higher) is preferred. A combination of education and related work experience equivalent to a four-year degree may be submitted for review to fulfill the required education qualifications.

Required Qualifications

1. Demonstrated success in nonprofit leadership and management
2. Demonstrated fund development experience
3. Demonstrated ability to prepare, secure and manage grants and request for funding proposals
4. Demonstrated ability to hire and oversee qualified staff (including volunteer staff)
5. Demonstrated ability to contribute to the organization's mission through collaboration and partnerships

Residential Commute Requirement

The selected applicant for his position will be expected to relocate to Onslow County or within a 45-minute commute to Jacksonville, N.C. during the first six months of employment.

Special Requirements

- Possession of an appropriate driver's license valid in the State of North Carolina

Special Conditions

- May be asked to lead SC in advance of or during a hurricane, major storm conditions, natural disaster or extreme weather advisory
- May be asked to lead or undertake action during holidays in order to provide services to clients
- May be asked to assume leadership roles for nonprofits in the community in a collaborative effort

Revised March 2022