



Jacksonville Community Center **Center Director**

Job Description

Summary:

The Center Director is responsible for overseeing the administration, programs and strategic plan of the Jacksonville Community Center (JCC). Other key duties include fundraising, marketing, and community outreach. The position reports directly to the President of the Board of Directors.

This is a part-time position of 25 hours per week that may require some evening and/or weekend work. The successful candidate will be required to pass a background check.

Roles & Responsibilities:

- Oversees daily operations of JCC including recruitment, screening, hiring, training, and evaluation of personnel, both volunteer and paid staff.
- Coordinates, develops and organizes the delivery of educational, arts, health and other programs, events, and activities within the facility. Some programs will be JCC sponsored programs. Serves as primary contact with instructors and leaders for classes and activities, whether fee for service or volunteer leaders.
- Establishes and implements administrative procedures to effectively and efficiently operate JCC.
- Establishes and maintains relationships with other agencies and organizations in the greater Jacksonville area to meet community needs and to foster partnerships for vibrant program activity.
- Oversees development and implementation of marketing strategy for JCC which includes promotional activities, marketing tools, social media, advertisement of the facility, public and media relations, and annual marketing plans.
- Develops short and long-range fundraising plans for JCC, including pricing strategies for programs and rental spaces, and directing fundraising activities related to foundations and individual and business donors.
- Develops, maintains, and supports a strong Board of Directors; serves as ex-officio of committees as appropriate; seeks and builds board involvement with strategic direction and long-range funding goals of JCC.
- Develops and monitors JCC's annual budget; tracks expenses, revenues and cash flow of JCC; ensures timely payment of facility operational expenses and collection of rental fees; coordinates with accounting and payroll services for JCC.
- Ensures tracking of attendance figures and evaluation statistics.
- Schedules the maintenance and use of the facility; reviews and inspects facility, programs and operations for safety hazards and other potential problems.
- Investigates and resolves inquiries or issues from volunteers, patrons or the public concerning the operations of the facility.

Qualifications & Education Requirements:

The Center Director is thoroughly committed to the Jacksonville Community Center's mission. Candidates should have proven management, leadership, planning, and relationship-building experience. Specific requirements include:

- Bachelor's degree, with at least 4 years of nonprofit or business management experience; or ability to demonstrate equivalent experience.
- Two years' experience with management of volunteers.
- Two years' experience with the development and delivery of educational, arts, cultural or wellness programs for children or adults.
- Demonstrated commitment to quality programs and data-driven program and financial evaluation.
- Excellence in organizational management with experience in managing and developing volunteer and staff teams, setting and achieving strategic objectives, and managing a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Proven strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and project skills
- Knowledge of relevant business technology, including standard office software for word processing, spreadsheets, presentations and data analysis, as well as social media tools.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to strategic planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the work, work demands, service levels and management's decision on how to best allocate JCC resources. Nothing in this job description shall be interpreted to conflict with or to eliminate or modify the employment-at-will status of JCC employees.

The Jacksonville Community Center is an equal employment opportunity employer. All applicants will be considered on the basis of their qualifications without regard to age, race, color, national origin, gender, religion, disability, or other protected status in accordance with applicable federal, state, and local equal employment opportunity laws. We strongly encourage applications from members of underrepresented groups.