



Executive Director

Position Description

Job Title: Executive Director
Reports To: REACH Waupun Board of Directors
Date: June 1, 2022
Status: Part-time

Position Summary:

The Executive Director is the key management leader of REACH Waupun. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include community outreach, donor relations, financial management, and grant research and application.

Principal Duties and Responsibilities:

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible, effective management of REACH Waupun's employees.
- Develop and maintain the fiscal budget including oversight of individual program budgets and generating monthly financial board reports.
- Responsible for the effective administration of REACH Waupun's daily operations such as managing the mail and maintaining a clean and orderly workplace environment.
- Respond in a timely manner to inquiries, emails, phone calls, etc. on behalf of the organization.
- Identify community needs and educational opportunities for students and families.
- Communicate with the WASD on needs and supports the organization can provide.
- Create program guidelines and goals that are to be reviewed annually.
- Assist in creating policies and procedures that ensure REACH Waupun runs in the safest and most efficient manner.
- Ensure eight hours each week are spent directly working on/with programs that impact WASD students.

Organization Mission and Strategy: Works with board and school staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation/oversight of REACH One mentor program.
 - Supervisor to the REACH One Program Coordinator to ensure program goals are being met. A position review is to be conducted annually.
 - Develop and oversee programming.
 - Manage and interpret data to ensure the program is running effectively.
 - Communicate regularly with WASD about progress and changes to the program.
- Responsible for the oversight of the Marketing and Fundraising Committee.
 - Supervisor to the Marketing and Fundraising Coordinator (MFC) to ensure marketing and fundraising goals are being met. A position review is to be conducted annually.
 - Create an annual marketing strategy.
 - Create an annual fundraising strategy.
 - Responsible for oversight of marketing material to maintain consistent REACH branding.
- Responsible for implementation/administration of the REACH Relief program.
 - Focus is with youth in the WASD, with an emphasis on removing obstacles/barriers for students.
 - Appropriate administration and disbursement of grant money received to support WASD students per program guidelines.
 - Regularly communicate with WASD staff about student needs.
 - Regularly communicate with the REACH Relief Committee to determine financial awards.
- Responsible for implementation/oversight of the Food Insecurity Committee.
 - If applicable, manage the Mission Backpack partnership agreement by ensuring appropriate documentation is obtained and regular communication.
 - Maintain a relationship with Waupun Food Pantry.
 - Coordinate the voucher program with Kwik Trip.
- Responsible for developing other programs and resources necessary to support REACH Waupun's mission.
- Responsible for researching and applying for grants that benefit REACH Waupun and its programs.
- Responsible for maintaining and expanding the base of local businesses, service groups, and faith communities supporting REACH Waupun's mission.
- Responsible for the enhancement of REACH Waupun's image by being active and visible in the community and building relationships with other professionals, civic and private organizations, and local businesses.

- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Knowledge, Skills, and Abilities:

Bachelor's Degree in Human Services, Social Work, Psychology, or related field. Previous experience working for a non-profit organization desired. Excellent communication skills, both verbal and written. Proficient computer and web-based skills including MS Word, MS Excel, and other computer software products.

Working Conditions:

Work is performed in a pleasant office environment with minimal chance for personal injury. Frequent mental and visual concentration is necessary for listening and responding to various situations, and computer usage. Must be able to lift and move up to 20 pounds unassisted. Some twisting, bending, and turning is required. Work hours are generally during normal business hours and average at least 16 hours a week. Position requires some evening and weekend work. Travel via personal vehicle is expected.

Employee Acknowledgement:

This position description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the position. The employee may be required to perform other job-related duties as requested by management. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs to the employer and requirements of the position change.

This position description will be reviewed and acknowledged annually at the time of Performance Reviews.