

EXECUTIVE DIRECTOR

JOB DESCRIPTION



Reports To:	KAP Board of Directors
Supervisory Responsibilities?	Yes
FLSA Classification	Exempt
Work Status:	Full Time
Workers' Comp. Cod:	8810
Revision Date	December 2021

POSITION SUMMARY

The Executive Director is responsible for the overall administration and management of the Kosciusko Attala Partnership (KAP) in pursuit of KAP's mission, goals, and objectives as established by the Board of Directors. This includes maintaining accurate fiscal accountability; hiring, supervising, and evaluating personnel; ensuring compliance with all applicable laws, regulations, funding requirements, policies, and procedures; developing resources to carry out the work of KAP; and representing KAP effectively to the public, funding sources, member agencies, and other key constituencies.

RESPONSIBILITIES

Administration

- Administer programs and services of KAP in accordance with policies established by the Board; Develop and implement procedures consistent with policies, funding source requirements, and KAP's strategic plan.
- Provide administrative support, information, and reports to the Board and its committees to facilitate effective Board action.
- Coordinate orientation and training activities for the Board
- Develop and maintain good working relationships with KAP's partners. Determine and recommend to the Board appropriate, applicable initiatives and programs for Board adoption.
- Ensure compliance with all applicable laws, regulations, funding requirements, assurances, policies, and procedures.
- Oversee the planning, development, implementation, monitoring, and evaluation of KAP's programs and activities; Provide leadership in organizational development, including both short and long term strategic planning.

Financial Management

- Draft and maintain the annual budget, program project/committee budgets
- Coordinate annual audit activities
- Approve expenditures and ensure that all purchases are made in accordance with policies and procedures
- Prepare and submit monthly financial reports to the Board in a timely manner
- Oversee all resource developments, including grant applications, contract and fund raising activities
- Make and maintain contact with current and potential major funding sources and major donors

Community and Economic Development

- Effectively supports the community and economic development as outlined by the Board of Directors
- Assists in achievement of community and economic development goals set forth by the Board

Communications

- Represent KAP as its chief spokesperson
- Effectively maintains the KAP newsletter and social media sites
- Oversee KAP public relations activities
- Oversee the preparation of KAP's annual report

Personnel/Supervisory Responsibilities

- Directly supervise and evaluate all staff of the KAP
- Recommend hiring (recommend dismissal) of all subordinate staff to the KAP Board
- Conduct new staff orientation; provide ongoing opportunities for staff development and training
- Conduct staff meetings on a regular basis
- Promote an environment of teamwork throughout the organization

Other Duties

- Attend all required meetings, training, and conferences
- Perform other job-related duties as deemed necessary or as assigned by the Board
- Recruit, train, and manage volunteers

QUALIFICATIONS

To perform this job satisfactorily, an employee must be able to perform each essential duty in a professional and ethical manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an employee with a disability to perform the essential functions.

Education and Experience: Bachelor's degree and two years related experience; or more than six years' experience and/or training related to the job duties; or equivalent combination of education, training, and experience. Economic development experience is beneficial.

Cognitive Skills: Ability to write reports and correspondence; read, analyze, and interoperate business articles, professional journals, and governmental regulations; and ability to speak effectively to small or large groups of customers, board member, or general public. Ability to perform intermediate math problems as well as draw and interoperate bar graphs, pie charts, etc. Ability to define problems, collect data, establish facts, draw conclusions, and take appropriate action.

Physical Demands of the Job: While performing the duties of this job the employee is frequently required to stand, walk, use hands and fingers to handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or bend; and talk or hear. The employee occasionally must lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee occasionally is exposed to wet or humid conditions; moving mechanical parts; fumes or airborne particles; extreme cold or heat; general outside weather conditions; and risk of electrical shock. The noise level in the work environment is moderate.

Computer Skills: Must be proficient in Microsoft office; must understand the importance of and how to use social media; creative software and photo/video editing skills are a plus.

The ideal candidate will have excellent communication skills, be very organized, and possess the ability to multi-task.

BENEFITS

Competitive salary, medical insurance, 401k match, vacation and sick leave.

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