

SKJAJA Fund's mission is to level the playing field so that all youth have access to extracurricular and service opportunities that ignite their spark, strengthen their leadership skills, and expand their connections with their community. Each child who receives funding is asked to "pay it forward." a 501(c)(3) nonprofit organization



Do you...

- like helping kids excel, and get excited when they discover their passion and share their joy?
- enjoy meeting new people and sharing inspiring stories about kids?
- appreciate using your strategic planning skills as well as your creativity?
- love the idea of helping shape the first full-time director position at a local, established nonprofit?

Well, SKJAJA has a job for you!

## Executive Director Job Description

The Executive Director is the key management leader of SKJAJA Fund. The Executive Director is responsible for overseeing and facilitating the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

### Qualifications

- Experience with capacity building; ideally having led a small nonprofit from 'growth' to maturity.
- Past success working with a Board of Directors; with the ability to cultivate existing and future board member relationships.
- Ability to manage the governance transition from a working board to a governing board.
- Action-oriented, mission-driven, adaptable, with an innovative approach to business planning.
- Fundraising experience, with a proven ability to engage a wide range of stakeholders.
- Experience creating a strong, diversified fundraising plan based on strategic plan implementation.
- Experience with successful grant writing a plus.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Ability to work effectively in collaboration with diverse groups of people.
- Proficient in Microsoft Office and Google; comfortable with online databases and learning new technology. Working knowledge of Adobe Creative Suite a definite plus.
- Ability to communicate in more than one language preferred but not required.

### Leadership and Direction

- Responsible for leading SKJAJA in a manner consistent with, and that supports and guides the organization's established vision, mission, and values.
- Report to and work closely with the Board of Directors on policy and fundraising decisions.
- Work with board and staff to ensure SKJAJA mission is fulfilled through programs, strategic plan, and outreach.
- Work with the Board Treasurer to create an annual budget and monthly financial statements.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization, unless Board authorization is required.

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## **Fundraising / Development**

- Create a diversified fundraising strategy that will support the SKJAJA 2020 Strategic Plan.
- Cultivate and sustain relationships with individual and corporate donors and identify opportunities to increase revenue.
- Research grants that relate to SKJAJA's mission; write grants, track progress against stated goals, and ensure all reporting requirements are completed in a timely manner.

## **Operational Oversight**

- Ensure that program development is outcomes-based, and is aligned with the SKJAJA 2020 Strategic Plan.
- Manage scholarship applications team, which includes staff and volunteer committee, to ensure funding process runs smoothly and Pay it Forward service projects are tracked.
- Work with SKJAJA Clubs to develop leadership opportunities, ie: creating SKJAJA Service Days.
- Oversee and manage all SKJAJA events, including SKJAJA Service Days and fundraising.
- Manage communications team on all efforts, including a monthly newsletter, End-Of-Year appeal, website management, social media presence and community / school flyers as needed.

## **Community Outreach**

- Maintain existing relationships with CHCCS Administration, school Social Workers, SKJAJA Club Advisors, middle school band/orchestra teachers, and other teachers to uncover opportunities to reach eligible students.
- Manage relationships with community groups and other local nonprofits to uncover best practices and build partnerships with professional, civic, and private organizations.
- Serve as SKJAJA's spokesperson to the organization's constituents, the media, donors, sponsors, and the public.

To apply, please send your resume and cover letter to [jobs@skjajafund.org](mailto:jobs@skjajafund.org) – and tell us why you think SKJAJA Fund is the right place for you to find *your* passion!

*This job is a full-time position with salary range of \$45,000-50,000. SKJAJA Fund is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*