

Keystone Opportunity Center
P. O. Box 64183
Souderton, PA 18964

Executive Director Job Description

General Information

This position requires executive leadership. The Executive Director has primary responsibility for implementation of the mission of Keystone Opportunity Center (KOC) through programs addressing food insecurity, supported and affordable housing and adult literacy. To meet that responsibility, the Director must recruit, supervise and develop professional and support employees. The Director must also assure financial support for the programs through public and private grants and other funding sources. In addition, the Director must convey the importance of the mission to the communities served.

Candidates must demonstrate a combination of education and experience suitable for the position.

Reporting Relationship

The Executive Director reports directly to the Board of Directors and is expected to attend monthly Board meetings.

Hours

This is a fulltime, salaried position and includes evenings and weekends as needed.

Specific Responsibilities

1. Provide oversight of the activities of KOC including establishment, implementation, management, review and evaluation of programs.
2. Manage the agency fiscal operations and provide financial reports to the Board.
3. Hire, supervise, evaluate, develop and terminate staff within the policies and budget approved by the Board.
4. Assure development of KOC staff and provide opportunities for professional growth.
5. Work with the Board to develop and oversee their implementation of the policies necessary for the management of the KOC.

Knowledge, Skills & Abilities

1. Ability to communicate effectively at all levels of the mission.
2. An understanding of managing a charitable nonprofit organization in Pennsylvania.
3. An understanding of public and private grant makers.
4. Skill in information gathering, analysis and utilization, particularly with regard to finance.
5. An ability to work independently within the framework of policies.
6. An ability to negotiate beneficial relationships with organizations and individuals that will build the capacity of KOC to deliver its mission.
7. An ability to be a visionary for the potential of KOC and communicate the vision to those inside and outside the organization.
8. Knowledge of Microsoft Word, Outlook and Excel, Quick Books, and Volgistics. Familiarity with Bucks and Montgomery County Homeless Management Information Systems and PA Education Data System.
9. Sophisticated in change management.

We are looking for an individual who will bring a passion for the mission and a sense of humor.