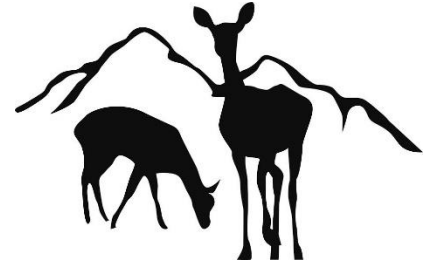


**Yarnell Regional Community Center**  
22302 S. Highway 89, PO 641  
Yarnell, AZ 85362



**POSITION TITLE: EXECUTIVE DIRECTOR FOR  
YARNELL REGIONAL COMMUNITY CENTER**

Reports to: Board of Directors  
Classification: Contractual Exempt

**POSITION SUMMARY:** Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for staff and volunteers, programs, and execution of the Yarnell Regional Community Center's (YRCC) mission. This position is responsible for maintaining positive community relations, especially as it relates to YRCC volunteers. The ED will be thoroughly committed to YRCC's mission; and should have proven leadership and management experience.

**RESPONSIBILITIES:**

Leadership and Management

- The Executive Director is responsible for overseeing the daily operations of the YRCC including: meals programs, kitchen, thrift store, facility maintenance and events in accordance with the organization's policies and procedures.
- Prepare work schedules, provide guidance and supervision of kitchen and thrift store staff, and volunteers.
- Direct and review the work of contractors, not limited to the fund development consultant and bookkeeper.
- Ensure systems to track volunteer hours and donations, and to regularly evaluate program components are maintained.
- Ensure YRCC records with federal, state, and local governments are kept up to date.
- Maintain memberships in state and national organizations/affiliations and ensure YRCC information on charity monitoring websites is current and accurate.
- Serve as ex-officio member of each committee; seek and build board involvement with strategic direction.
- Attend and report at YRCC Board of Director Meetings, and maintain regular contact with Board President.
- Work with the Board of Directors to set and achieve strategic plan objectives.
- Recommend timelines and resources needed to achieve the YRCC strategic plan goals.
- Ensure finance and administration activities and records are of consistent quality to meet standards established by private and/or corporate donors, grant makers, and government agencies.
- Develop and manage the YRCC's annual budget.
- Oversee contract compliance with NACOG, and contracts with vendors and services provided to YRCC

## Fundraising and Communications

- Effectively communicate program challenges, successes, issues and opportunities to the Board of Directors, funders and other constituents, as appropriate.
- Continually work to improve the YRCC's financial position for sustainability.
- Assist the fund development consultant and Board of Directors with implementation of the fund development plan.
- Utilize external presence and relationships to garner new funding opportunities through collaborative efforts with area partners.
- Effectively use the Internet to create strong brand recognition and to expand revenue streams in support of the organization's needs.
- Work with the Board of Directors to promote the YRCC mission and visibility within the YRCC region.
  
- Actively engage and energize YRCC volunteers, board members, event committees, partnering organizations, and funders.
  
- Effectively communicate program successes to the Board of Directors, funders, and other constituents.
- Develop and maintain relationships with media, business, and government partners in Yavapai County and Arizona.

### **QUALIFICATIONS:**

- Passion, idealism, integrity, positive attitude, motivated to promote our mission, and self-directed
- Ability to monitor and manage many details and operations simultaneously
- Strong oral and written communication skills
- Able to work as a team member and build consensus
- Supervisory experience
- Excellence in organizational management
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong interpersonal skills: creating good relationships between self and others.
- Marketing, public relations, and fundraising experience

### **EDUCATION:**

- Bachelor's degree desired
- Associates Degree and a minimum two (2) years working with community-based non-profit programs that serve the elderly