

**Enchanted Mountains Village
Part-time Executive Director Job Description**

Duties and Responsibilities

- Collaborate with the Board of Directors to effectively implement the EMVi mission guided by the by-laws and policies of the organization.
- Coordinate the day to day operations of the organization, including staff and volunteers, to meet the needs of the members.
- Build meaningful relationships with the board, staff, committees, and partners, and the community, including businesses and other non-profit organizations.
- Communicate effectively verbally and in writing with members, staff, donors, volunteers, and the board of directors.
- Represent EMVi and increase awareness of its work, mission, goals, and financial needs at community events and through public appearances and meetings.
- Protect the safety and privacy of members through adequate training of staff and volunteers.
- Oversee budgets and fundraising and ensure financial, legal, and regulatory documents are properly filed.
- Monitor non-profit regulations for the federal and state governments.

Skills Needed

- Knowledge and experience in non-profit management and finances.
- Strong leadership and communication skills.
- Grant writing and fundraising experience.
- Excellent computer and social media skills and experience.
- Knowledge of best practices in non-profit management.
- Experience in working with a board of directors.
- A creative and energetic approach to the position of executive director.
- Ability to motivate and empower staff and volunteers.

Enchanted Mountains Village Mission Statement

The mission of the Enchanted Mountains Village is to support its members to age well at home by fostering connections to other members, community resources, informational and social activities; thus, encouraging the development of a vibrant, involved, and mutually supportive community.