



## Executive Director Job Description

The mission of the Southern Pines Land and Housing Trust is to preserve and enhance the West Southern Pines Community's social and economic conditions through property ownership, education, and opportunity.

Location: 1250 West New York Avenue, Southern Pines, NC 28387

Job Title: Executive Director

Reports to: Board of Directors

Type of Position:  Full-time  Part-time  Contractor  Intern  Fellow

Hours: 40/week on average basis/ Salaried.

Schedule: generally, 9:00am-5:00pm, Monday - Friday

Employment Status:  Exempt  Non-Exempt

Review:  90 Days  Annually in 3rd quarter

Salary: \$45,000-\$75,000 based on experience

### Summary of Position:

Under the direction of the Board of Directors, the Executive Director is responsible for overall management and operation of the Southern Pines Land and Housing Trust (SPL&HT) buildings and grounds as well as the management and successful operation of the facilities. The Executive Director is charged with implementation of policies set by the Board of Directors, Annual Goals and Action Plans, Protection of the organization's Financial Assets, Financial Management and Stability, Quality Standards in Programming, Human Resources, Community Engagement, Marketing and Public Relations. Since this is a starting position for the organization, the board of directors will serve as a working board to support the Executive Director in the duties of this role.

**Key Responsibilities: Leadership, Financial Management, Physical Site Management, Museum Management Systems, Event Management Systems, Public Relations/ Marketing and Personnel**

### Leadership

Provides leadership and management for Staff and Community. Develops strong working relationships with Board of Directors and Board Officers. Facilitates communication, cooperation and building a cohesive work environment for all departments within the organization. Responsible for administration of the overall operation of the organization to

produce good measurable results to the satisfaction of the Board and partnerships. Develops and implements, with the Board of Directors, short and long range plans, and annual work plan with accountable actions. Ensure compliance with all licenses and documentation for SPL&HT's 501c3 status and other legal requirements for operations. Identify areas of need and seek volunteer resources, educational resources, and professional development opportunities for staff and Board.

#### **Financial Management:**

Oversees all financial and accounting functions including those necessary for timely monthly reports: payroll; budgeting; financial analysis; capital asset and property management in accordance with generally accepted accounting principles; Board policies and other applicable nonprofit rules and guidelines. Makes financial recommendations: facilitates annual budgeting process with SPL&HT Board Treasurer; timely billing/ chargebacks and paying all SPL&HT's bills; translates detailed financials to summary form. Responsible for overseeing grants and vendor contracts including timetables and results. Ensures all deposits and financial activities for the organization are tracked and dispersed according to schedule. Oversees and/or manages all grant writing, donor communications, gift/grant management, and evaluation activities in a timely manner. Builds relationships with current donors and seeks new donors.

#### **Physical Site Management in conjunction with Facilities, Safety, and Beautification Board Committee**

Oversees grounds and buildings operations including the presentation equipment, computer systems, building security systems, maintenance and cleanliness, and safe use of the various facilities. Ensures premises are clean and parking lot operations serve public operations and private rentals. Updates, as needed, exterior signage. Prioritizes and recommends future building enhancements. Responsible for ensuring appropriate staff is in place during any/all hours of operation, with support from the Facilities, Safety, and Beautification Board Committee.

#### **Event Management in conjunction with Program and Event:**

Ensures all relevant rental literature and website is current and up to date. Makes changes as needed. Works to define and meet goals set for rental program revenue and growth. Develops and implements policies and procedures to ensure successful contract execution with reasonable profitability.

#### **Public Relations and Marketing**

Responsible for the development and implementation of marketing strategies and results; maintaining accurate and effective online and print marketing tools. Represents the Trust in its business relationship with the community and partners. Embodies strong interpersonal skills including experience in public speaking, ability to build relationships with Southern Pines and surrounding area governments, business and non-profit organizations as well as other relevant organizations such as contacts in the wedding and business meeting fields. Ensures smooth internal operations with staff via various internal software and other systems.

**Personnel**

Develops, supervises, and leads a small team of full and part-time employees. Responsibilities include oversight of all staff including front desk, event, and building management staff, hiring, training, and evaluating employees; assigning and directing of work; mentoring, rewarding and disciplining employees; addressing complaints and resolving problems. Under the Board of Directors, ensures benefits, performance reviews, salary increases within the budget, and staff development to assure high levels of expertise and performance. Develop good working relationships with Board and Committees. Ensures staff stays within hour restrictions, as determined by budget.

If interested in this position, please submit your resume and cover letter [landtrust2018@gmail.com](mailto:landtrust2018@gmail.com). Call (703) 855-0515 or (910) 315-9252 for questions. Please note that relocation expenses are not included in this job offering.