

Kennebunk Beach Improvement Association (KBIA) Executive Director Job Description

Brief Description

The Kennebunk Beach Improvement Association is a non-for-profit summer recreational and enrichment program for children ages 2 to 17. Now in its 109th year, KBIA is located in Kennebunk, Maine and offers more than 50 summer programs for children while also serving as a positive influence in the life and welfare of Kennebunk Beach and the Kennebunk-area community. KBIA currently includes 315 member families and provides unique summer programming for more than 700 children.

Position Summary: The Executive Director is responsible for developing strategy; based on Board of Directors direction. Specific responsibilities include, but are not limited to: leadership, operational management, financial administration, staff administration & supervision, community relations, human resources, board engagement, and program administration. The Executive reports directly to the Board of Directors.

Duties & Responsibilities:

1. Leadership

- Lead an organization of staff and volunteers with a shared passion to provide experiences that uphold the mission and vision of KBIA
- Provide and encourage creativity and vision in the continued evolution of the KBIA programs to better serve participants and their families.
- Represent KBIA in various public and private settings, acting as spokesperson for the organization at key stake community activities.
- Collaborate with the Board of Directors by;
 - developing a vision and strategic plan; keeping the board apprised of organization activities and providing support to the board in agenda planning and preparing documentation when needed.

2. Operations

- Ensure that KBIA continues to have exceptional programming to meet the needs of children and families
- Develop annual plans that incorporate goals and objectives that work towards the strategic direction of the organization.
- Determine staffing requirements for management and program delivery; recruit, interview, and select staff with the knowledge and skills to further the organization's mission; orient new staff and assure appropriate training; and assure ongoing feedback to employees regarding their performance, including annual reviews. Schedule staff to ensure a quality & efficient program.
- Assess performance to assure that KBIA meets the expectations of its children, their families, volunteers, and funders.
- Work closely with staff to create and construct the program schedule ensuring maximum efficiency and opportunity.

- Oversee the day-to-day operation of the organization including property and facilities management.
 - Adhere to KBIA policies regarding privacy and confidentiality
 - As a steward of KBIA's brand equity, promote program participation
 - Oversee creation of print/marketing materials as aligned with the mission
3. *Financial Planning and Development*
- With the support of the Board, research, develop, and implement a fundraising strategy, that includes events, donor, and foundation management, to assure adequate funding for KBIA operations.
 - Work with the Treasurer and Finance committee to develop a yearly comprehensive budget for approval by the Board.
 - Approve expenditures against the Board-approved budget, monitoring and reporting on cash flow, revenues, and expenditures according to sound accounting practices.
 - Work with Treasurer and Finance committee on long range and capital improvements plan
4. *Human Resources*
- Oversee recruitment, required screening, employment & evaluation of staff.
 - Provide leadership & management of staff, serving as mentor and role model.

Qualifications and Requirements

- Bachelor's degree
- Proven leadership, coaching, and relationship management experience
- Passion, idealism, integrity, positive attitude, mission driven, and self-directed
- Working week hours will vary dependent on the time of year. Full time hours required June-August with flexible planning, staffing & programming during off-season months (Sept-May).

Competencies

- Ability to coach staff and manage teams through influence
- Strong financial acumen in creating budgets with requirement to work with P&L's and balance sheets.
- Fundraising capabilities, with ability to engage a wide range of stakeholders
- Strong written and oral communication skills
- Proficient with office technologies including word processing, spreadsheets, and online communications

Additional Preferred Experience

- Experience working in the non-profit job sector

Lines of Communication

The Executive Director reports directly to the Board of Directors and will work closely with the board president and Executive Committee. As the leader, the Executive Director is responsible for developing strategy, based on Board of Directors direction and communicating both strategic and operational plans to all staff members.