

## JOB DESCRIPTION

# Urban Youth Action, Inc. Executive Director

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**REPORTS TO:** Urban Youth Action, Inc.  
Board of Directors

**DATE CREATED:** August 21, 2009

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Resumes and letters of inquiry should be sent to: [uyasearch@gmail.com](mailto:uyasearch@gmail.com). Only electronic submissions will be accepted. Submit resumes on or before September 1st, 2009 for full consideration.

### SUMMARY

The Executive Director position is responsible for ensuring the fulfillment of the organization's consistent achievement of its mission and financial objectives.

### ESSENTIAL FUNCTIONS

**In community relations and executive presence role, the Executive Director will:**

- Represent Urban Youth Action (UYA) and support the mission, goals and programs through:
  - a. Public presentations and information;
  - b. Educational programs;
  - c. Community networking;
  - d. Media communication; and
  - f. Networking with other youth serving and workforce development organizations.
- Serve as UYA's representative and liaison to:
  - a. Youth workforce development professionals;
  - b. Businesses;
  - c. Educational community;
  - d. Non-profit sector;
  - e. Youth serving and workforce development organizations; and
  - f. Local and state governments, legislative and judicial agencies.
- Participate on behalf of UYA in collaborations and coalitions that address youth workforce development, entrepreneurship and public service issues.

**In program development and administration, the Executive Director will:**

- Assure the organization has a long-range strategy that achieves its mission and makes consistent timely progress.
- Provide leadership in developing and carrying out program, organizational and financial plans with the staff

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and authorized by the board the Board of Directors.

- Promote active participation by volunteers and broad in all areas of the organization's work.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.

**In communications, the Executive Director will:**

- Keep the board fully informed on the condition of the organization and all important factors influencing it.
- Publicize the activities, programs and goals of the organization.
- Establish sound working relationships and cooperation with community groups and organizations.
- Represent the programs and point of view of the organization to agencies, organizations, and the general public.

**In relations with staff, the Executive Director will:**

- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Develop job descriptions, hold regular performance evaluations, and ensure sound human resource practices are in place.
- Ensure an effective management team is in place, with appropriate provision for succession.
- Encourage staff and volunteer development and education, as well as assisting program staff in relating their specialized work to the organization as a whole.
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.

**In budget and finance, the Executive Director will:**

- Be responsible for developing and maintaining sound financial practices.
- Work with the staff, Finance Committee, and the board in preparing a budget; and ensure the organization operates within said budget guidelines.
- Ensure adequate funds are available to permit the organization to carry out its work.
- Jointly, with designated officers of the board of directors, conduct official correspondence of the organization and execute legal documents.

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**MINIMUM EDUCATION**

- Bachelor's Degree or equivalent non-profit leadership and management experience. Master's Degree preferred.

**MINIMUM EXPERIENCE**

- Five (5) or more years managing a non-profit organization or equivalent experience.

**REQUIRED SKILLS, ABILITIES AND/OR LICENSURE**

- Act 33 and 34 clearances.
- A demonstrable passion for the youth workforce development and enhancing educational outcomes for minority and youth at-risk.
- A solid grounding in fund development techniques and grant writing.
- Track record of successful fundraising, including developing and implementing strategic fundraising plans for individual giving and corporate and foundation relations.
- A wide network of contacts within the non-profit, donor, and government sectors.
- Strong staff management skills, including hiring, training, and growing staff; ability to inspire, mentor, and grow an enthusiastic and dedicated staff.
- Superb communication and interpersonal skills.
- Ability to oversee all financial operations, including budgeting and reporting.
- Excellent organizational skills and attention to detail.
- Experience building infrastructure and organizational systems and processes.

**SALARY AND COMPENSATION**

- Salary and benefits package commensurate with experience.

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