

## **Executive Director, Oberlin Community Services**

As Cynthia H. Andrews is announced as the new President and CEO of the Community Foundation of Lorain County, we are beginning a search for her replacement as the Executive Director of Oberlin Community Services. The Oberlin Community Services Board is seeking applications for the position of Executive Director of Oberlin Community Services (OCS). OCS is a responsive community organization that provides direct assistance, referrals, outreach services and educational support to Oberlin, New Russia Township, and southern Lorain County residents who seek help meeting basic needs. This is a full-time, permanent position reporting to the OCS Board.

### **Essential Job Functions**

Lead agency administration and agency finances including:

- prepare annual budgets & monthly budget reports
- organize all fundraising efforts and holiday initiatives
- manage payroll for staff and timesheets for student interns/workers
- hire, train, supervise, and evaluate all staff
- hire and supervise all interns, work-study students, AmeriCorps/VISTA members
- oversee implementation of new programs with city, county, and area collaborators
- maintain and enhance agency visibility, including the production of the annual report
- coordinate strategic planning process with the Board of Directors
- assess community needs and work to fulfill by collaborating with other agencies and developing initiatives to address

Oversee OCS food pantry and community garden, including:

- supervise Food Programs Coordinator and Lead Gardener
- sustain relationship with Second Harvest Food Bank
- work with staff to ensure efficient food pantry operations
- works with Lead Gardener to optimize garden production and impact

Provide leadership in community collaboration and networking, including:

- serve on committees with agencies including City of Oberlin, Oberlin Public Schools, United Way of Lorain County, and Lorain County General Health District
- organize monthly networking lunches around relevant community issues
- build and sustain strategic relationships with other agencies in the community

Oversee the Emergency Assistance Program, including program planning with the Client Services Coordinator and providing general information to the public on the program.

Facilitate the Tutoring Program, including acquisition of grant funding; oversee after-school and summer programs; and supervise Tutoring Coordinator.

**Required Qualifications:** Bachelor's degree or higher or the equivalent combination of education and experience; demonstrated analytical and strategic planning skills; demonstrated initiative, creative energy and negotiation abilities. Demonstrable skills in fundraising, managing staff, communications, writing, public speaking and management of complex community relationships; ability to work with a wide range of organizations and people; ability to build partnerships; must be results-oriented, focused on quality, ethics and excellence in all professional pursuits.

**Desired Qualifications:** 5 to 7 years progressive experience in planning, management, and fundraising; ability to work as the leader of a team and to work independently; open, transparent with the capacity to connect people.

**Compensation:** Within the range established for this position, salary will be commensurate with qualifications and experience and includes a competitive benefits package.

**To Apply:** Interested candidates should send cover letter and resume to shirley@bas.rocks. Applications due by 5pm ET on October 20, 2017.

Oberlin Community Services is an Equal Opportunity Employer.

Updated October, 2017.