ASSOCIATE EXECUTIVE DIRECTOR

JOB DESCRIPTION

JOB SUMMARY: The AED works under the direction of the Executive Director and is an integral member of the senior management team. The AED is responsible for administration and ongoing daily operations of the CLC. In partnership with the ED, the AED is responsible for promoting a culture of high performance, continuous learning, and improvement that supports the effective advancement of CLC’s values and mission.

KEY RESPONSIBILITIES:

- Responsible for the administration and ongoing daily operations of the organization, which includes, but is not limited to, all aspects of Operations Management, Finance, Human Resources, and Information Technology.
- In partnership with the ED, directly responsible for promoting a culture of high performance, continuous learning and improvement that supports the effective advancement of the organization’s values and mission, and managing the process and implementation of the organization’s strategic plan.
- Supervise and manage all aspects of the finance and accounting functions of the organization, which includes, but is not limited to, collaborating with the accountant, board treasurer/finance committee, and external auditors annually to make sure that our financials are in compliance with GAAP principles and the Green Book.
- Prepare and maintain the annual budget as well as program budgets to ensure that we are on track to meet our goals and carry out the organization’s mission.
- Create and prepare a variety of reports, including monthly statistics, grant reports, monthly grant billing and tracking, financial statements, and other memorandums directly related to the organization and all programs.
- Partner with corporate sponsors and prepare reports to show the success of programs, communicate the needs of the organization to board members, agencies and donors.
- Create and update policies and procedures, ensure that effective internal controls are in place and adhered to.
- Provides operational oversight for, but not limited to, client intake, information technology, human resource management, risk management, evaluation and planning, compliance, vendor contracts, property maintenance, procurement, and grant contracts and reporting.
- Forecast trends related to program costs and communicate same.
- Oversees administrative services, including support staff and the assignment and balance of workload, staff timekeeping requirements and procurement.
- Oversees and implements human resources strategies including talent acquisition and retention, staffing, employment processing, compensation, health benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations.
- Prepares and posts job openings in consultation with management; receives applications and resumes for positions; coordinates interviews and testing; and notifies applicants when a decision has been made. Coordinates and conduct new employee
onboarding and makes certain that staff members receive appropriate training and/or professional development throughout the year.

- Assist in managing the performance management process, ensuring that each employee has a timely annual performance plan and appraisal. Review industry standards regarding compensation to determine if salaries are fair and competitive.
- Oversees the administration of employee benefit programs, including enrollments and terminations; assists with ACA and ERISA benefits reporting requirements, and serves as COBRA administrator.
- Oversees workers' compensation, maintains repository of potential claims and notifies insurance company.
- Process and manage payroll, track PTO and maintain records for annual reporting.
- Oversees negotiation of all leases for equipment and office space, provides a physical working environment that ensures a positive, productive climate for operations through maintenance, planning and general building services, etc.

**QUALIFICATIONS:** The AED is an individual with strong administrative, organizational, communication and interpersonal skills, an ability to manage projects effectively, a keen attention to detail and the ability to work in a team-based environment.

- Minimum of five (5) years of professional management experience, JD is a plus.
- Bachelor’s Degree or equivalent required in Business Administration or related degree (with an emphasis in finance/accounting or human resources is preferred)
- Exceptionally strong problem-solving and analytical skills, with an ability to define strategic issues and make tough decisions, and communicate with a diverse array of stakeholders internally and externally.
- Demonstrated abilities to work independently, lead multiple projects, prioritize, and manage a high-volume of tasks, deadlines, requirements and decisions
- Ability to portray a positive persona with the public and be a positive representative of the organization.
- Proficiency in G-Suite, Microsoft Office Suite – especially Word and Excel.

**Reports to:** Executive Director

**Classification:** Exempt

**Starting Salary:** $62,500 depending on qualifications and experience.

**Benefits:**
Employer pays ½ the cost of health insurance. Vision, dental and supplemental plans available 21 days of PTO with 14 Paid Holidays, plus 1 week off in December
Employee Assistance Program
Training opportunities

**Interested applicants should submit a cover letter and resume to:** dianac@clcmemphis.org