

Executive Director of the Don Bosco Community Center of Port Chester JOB DESCRIPTION

The Executive Director (Director) of the Don Bosco Community Center of Port Chester, Inc. (DBCC) is a full-time employee who is a foundational person in helping it achieve its mission as an agent of the Salesians of Don Bosco. The mission of DBCC is an extension of the mission of St. John Bosco Parish, a Salesian parish based in Port Chester, NY.

The Director is nominated by the Board of Directors of DBCC, and appointed by the Salesian Provincial or Pastor of St. John Bosco Parish of Port Chester (Pastor). He/she is accountable to both the Board of Directors and the Pastor. The Board and particularly the Chair of the Board work closely with the Executive Director. The Board Chair is his/her direct supervisor.

The Director has overall responsibility for the management of DBCC and its fundraising. He/she works in collaboration with the Pastor. He/she leads the Center in the development, implementation, maintenance and monitoring of an exceptional program that supports and promotes the Salesian mission and values.

The Director will be the Center's visionary leader and the institutional spokesperson to constituents. The Director leads and directs the Center's staff and leadership team to accomplish stated goals to achieve the mission.

Her/his primary responsibilities include:

1. Represents the Center internally and externally, communicating the mission and programs of DBCC to various public outlets --- including working with parents and families and representing the Center at civic, religious and other public functions.
2. Collaborates with the Pastor and the Coordinator of Youth Ministry (CYM) of the Parish, to provide spiritual leadership to young people, clients and staff with the fundamental values and beliefs of the Catholic Church and the Salesian charism.
3. Communicates the mission and goals of DBCC clearly and enthusiastically.
4. Works closely with the Board of Directors and communicates clearly and timely on matters impacting the Center.
5. Maintains a strong working relationship with the Chair of the Board, the Pastor, the parish CYM and the Salesian Provincial.
6. Collaborates effectively with the Board Chair and other members of Board leadership to ensure that the Board of Directors is properly supported and informed on all Center matters regarding its programs, operations and finances.
7. Establishes an annual fundraising target as part of the Budget approval process, with Board approval, and creates programs to meet this target. Programs can include grant identification and application writing, a Fall event, a Spring event, maintaining relationships with DBCC donors, establishing relationships with new donors, and various other fundraising campaigns or events,
8. Pursuant to the Board's approved budget and directives, the Executive Director gives approval for ordinary financial affairs, including the management and use of grants, scholarship funds, program fees, debt service and bank

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- negotiations. Extraordinary non-budgeted expenses above \$5,000 must have Board approval.
9. Acts as facility coordinator and directs the various programs of the Center in the usage of the building. The Executive Director works with the Pastor on the coordination and use of the building. Any major changes in building use need Parish and Board approval.
 10. Ensures that appropriate accounting systems and internal controls are in place and maintained, and with the Treasurer, provides regular financial reports to the Board at every Board meeting. The Executive Director is accountable to the Board for all funds and assets of the Corporation and all income and expenditures pertaining to its operations.
 11. Annually during the annual Operating Budget Approval process, or as needed throughout the fiscal year, the Executive Director reviews staff salaries, stipends and benefits, using appropriate market data, and suggests changes to the Board of Trustees. Adjustments to the Executive Director's salary are suggested by the Chair of the Board, and presented to the Board for approval. The Board also approves appropriate employee benefits and related employee contributions, with input from the Executive Director.
 12. In collaboration with Program Directors of the Center, maintains adequate and competent staffing for all positions of the Center, voluntary and paid. Ensures that the right people are hired and retained for the right positions and supports them in their growth and professional development. She/he ensures that annual reviews (evaluations) are completed for each position. He/she also meets with Program Directors regularly through staff meetings and individual meetings to encourage progress in their roles in the mission. The Executive Director shows concern and care for all components of the Center's mission, and rallies all staff members from various departments/programs together.
 13. Provides support and leadership in the ongoing efforts to secure and retain sponsors and benefactors, which are vital to the financial success of the mission. Thus, he/she serves as the chief fundraiser. The Executive Director approves all fundraising and advancement projects and events, including annual and special fundraising campaigns, all public relations and marketing. This is done in conjunction and collaboration with the Board of Directors.
 14. Delegates responsibility and authority appropriately to others and holds them accountable for achieving results.
 15. Participates in an annual evaluation by the Board Chair and receives commendations and recommendations.

The Executive Director's employment may be terminated by the Board Chair for valid reasons and is done after consultation with the Pastor, the Salesian provincial and the members of the Board.

Qualifications Preferred:

1. Has passion for the distinct Salesian mission of the Center: its values, programs and Catholic Salesian identity; is well versed in the teachings of St. John Bosco.

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2. Has an awareness of and commitment to the Salesian traditions of educating youth, evangelizing, and serving the marginalized.
3. Bilingual in Spanish and English highly preferred.
4. Has integrity and aptitude for working well with diverse people and groups.
5. Has exceptional communication and interpersonal skills including proven ability to engage and inspire a wide range of stakeholders, build creative and mutually beneficial relationships within the philanthropic, corporate, public and nonprofit sectors.
6. Has proven fundraising and/or revenue generating success, preferably in the non-profit sector and with foundations.
7. Has management experience, with demonstrated success in addressing immediate organizational needs but driving toward longer-term goals with buy-in.
8. Can maintain a positive work environment.
9. Has the maturity and wisdom required to optimize Board members' engagement in the mission.
10. Has strategic planning experience and execution capabilities.
11. Has budget management skills.