

Wilton Youth Council, Inc.
Position Description

Date: September 2021

POSITION TITLE: Executive Director
(Part Time, 15 hours weekly, 48 weeks/year)

REPORTS TO: Wilton Youth Council Board of Directors

SUMMARY DESCRIPTION OF DUTIES: The Executive Director is a part-time position responsible for the day-to-day administration, management and operations of Wilton Youth Council, Inc. The Executive Director works with the Board of Directors to share the responsibilities related to administering and sustaining Wilton Youth Council's youth, parent and community programs. This position is also responsible for working with the Board of Directors on fundraising, marketing and awareness activities, as well as collaborating with other youth-serving organizations.

ESSENTIAL FUNCTIONS:

- Execute the organization's mission to promote the well-being of Wilton's students by empowering youth, parents and community;
- Develop and sustain Wilton Youth Council programs and alliances, in partnership with the Board of Directors;
- Hire, supervise and manage program staff;
- Manage program marketing and registration;
- Oversee, create and edit Wilton Youth Council print and electronic marketing materials including e-newsletters, website, social media, press-releases, flyers and brochures;
- Interface with Wilton Youth Services, Wilton Public Schools, and other youth-serving organizations to sustain and build effective programming, identify needs, collaborate to meet identified needs;
- Work with the Treasurer to prepare the annual budget and ensure that sound bookkeeping and accounting procedures are followed;
- Approve expenditures;
- Research funding sources, oversee the development of fundraising plans and write funding proposals to secure adequate funding for the operation of the organization in concert with Wilton Youth Services and other Wilton Youth Council Board members;
- Participate in fundraising activities as appropriate;

- Identify and evaluate the risks to the organization's people (staff, volunteers), finances, goodwill, and image and implement measures to control risks;
- Ensure that the Board of Directors and the organization's programs carry appropriate and adequate insurance coverage;
- Prepare written and oral reports, summaries, and correspondence; and
- Perform related work as required or directed by the Board of Directors.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Ability to communicate and work effectively with youth, parents, and youth-involved agencies and organizations;
- Ability to exhibit tact and diplomacy in dealing with program participants, program leaders, Board members, the public, news media, local and state agencies, Boards and Commissions;
- Ability to prepare concise and accurate oral and written reports; and
- Knowledge of popular and effective social media communication and marketing.

MINIMUM REQUIREMENTS:

- Bachelor's degree
- Minimum of two years of employment or volunteer experience in social work, community organization, or a similar field
- Transparent and high integrity leadership
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of Wilton Youth Council's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Strong written and oral communication skills

JOB LOCATION AND EQUIPMENT USED: Work is performed both in a home office and in the field. Office work requires the use of a telephone, personal computer, and printer/copier/scanner. Computer will be provided. Employee must provide telephone and printer. Fieldwork entails attendance at meetings and Wilton Youth Council programs. Programs take place in a variety of places in the community such as Trackside Teen Center, Wilton schools, Wilton Library, and Comstock Community Center.

Note: The qualifications set forth above are the optimal ones for this position. Wilton Youth Council reserves the right to select any applicant who we, in our sole discretion, feel can most suitably perform the functions notwithstanding the absence of the optimal qualifications.