



## Thea Bowman Center Executive Director Job Description

The Executive Director is the key management leader of the Thea Bowman Center. The Executive Director is responsible for overseeing the administration, programs, services and strategic direction of the organization. Other key duties include fund sustainability, marketing, and community outreach. The position reports directly to the Board of Directors.

### OVERVIEW

The Thea Bowman Center, (TBC), is in the Mt. Pleasant community of southeast Cleveland. The center was established as a non-profit in 2001 and was under the direction of Epiphany Catholic church until it closed in 2009. TBC continued the food pantry program that was started in 1996. The pantry program evolved into developing health and wellness outreach to residents especially seniors, community education that includes computer literacy, GED classes, and job support. We are the MYCOM lead agency and a CMSD partner for out of school time for youth, K- 13. We honor our legacy in the Mt. Pleasant community, our mission is to listen, learn and respond to the needs of residents. We welcome all and we are learning what services reflect community needs. We believe in community partnership building for new opportunities and resource sharing that meets the needs of the community.

### GENERAL RESPONSIBILITIES

- 1) **Board Engagement:** Works with board to fulfill the organization mission.
  - Responsible for leading the center in a manner that supports and guides the organization's mission as defined by the Board of Directors.
  - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
  
- 2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.
  - Responsible for fundraising and developing other revenues necessary to support the Thea Bowman Center's mission.
  - Responsible for the fiscal integrity of the organization, to include submission to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
  - Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
  - Review and approves all contracts for services.
  
- 3) **Organization Mission and Strategy:** Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.



- Responsible for implementation of the Thea Bowman Center's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that the organization can successfully fulfill its mission into the future.
- Responsible for the enhancement of the organization's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible effective administration of the organization operations.
- Responsible for establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the center.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

5) **Programs and Services:** Oversees the planning and implementation of programs and services.

- Conduct ongoing needs assessment of the community and monitor best practices to ensure effective organizational service delivery.
- Identify opportunities for program capacity building and expansion of services to meet the needs for a challenging and changing community.
- Monitor and evaluate all programs to ensure desired outcomes of organizational mission and strategic plan.

6) **Community Engagement and Collaboration:** Represents the organization in the community with other community partners.

- Identifies opportunities to partner with the community organizations, participate in community meetings to meet the goals and mission of TBC.
- Develop and nurture strategic external relationships to enhance the mission and vision of the Thea Bowman Center.
- Serves as the Thea Bowman Center's primary spokesperson to the organization's constituents, volunteers, media, and the general public.

## **QUALITIES OF A SUCCESSFUL CANDIDATE**

- Passion for the Thea Bowman Center mission.
- Demonstrates the ability to lead and inspire others, from communicating organizational vision to motivating, developing, and managing an inclusive workplace for staff, volunteers, and clients.
- Desire to partner with the Board of Directors to provide visionary leadership and seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.



- Strong interpersonal skills and ability to establish and maintain trusting and cooperative relationships with individuals and professionals in the community to carry out the TBC mission.
- Demonstrates cultural competency and understanding of under resources communities and its impact on seniors, children, and families.
- Demonstrated experience with strategic planning and implementation.
- Experienced in planning, managing, and operating of annual budget.
- Demonstrates knowledge of fundraising and developing other revenues.
- Demonstrates knowledge of marketing and other communications efforts.

**Professional Qualifications Needed:**

- A bachelor's degree, master's degree preferred.
- Transparent and high integrity leadership.
- Five or more years' senior nonprofit management experience and personal community involvement.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.
- A history of successfully generating new revenue streams and improving financial results including excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Strong fiscal management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

**Salary** - \$85,000

**Position Type:** Full Time

Apply to Attn: Sandra Fletcher Board of Directors - [Sefletcher55@gmail.com](mailto:Sefletcher55@gmail.com) or 11901 Oakfield Ave, Cleveland, Ohio 44105. Applicants must provide a cover letter that highlights qualifications, a resume and three professional references. Application deadline: January 12, 2024

Interested applicants must submit to a background check as a part of the evaluation process. The Thea Bowman Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, veteran status, sexual orientation, gender identity or any other characteristic protected by federal, state or local laws.