



The Assistant Executive Director is there to step in when the Executive Director needs support for key management leadership for Affinity Ranch. The Assistant Executive Director shares responsibility for overseeing the administration, programs and executing the strategic plan for the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Executive Director and works with the Board of Directors.

## **GENERAL RESPONSIBILITIES**

1) **Board Governance:** Works with the board in order to fulfill the organization's vision and mission.

- Responsible for leading Affinity Ranch in a manner that supports and guides the organization's vision and 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 for the Board to make informed decisions.

2) **Organization Vision, Mission and Strategy:** Works directly with the board and staff to ensure that the vision and mission is fulfilled through the execution of the strategic planning, programs and to assist with community outreach.

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

3) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the implementation of fundraising and assists in developing other revenues necessary to support Affinity Ranch's mission.
- Responsible for the fiscal integrity of Affinity Ranch's, to include submission to the Board of a proposed annual budget and monthly financial statements, while collaborating with the Financial Committee, which accurately reflect the financial condition of the organization
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

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 for the effective administration of Affinity Ranch operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into

and on behalf of the organization.

## **Job Responsibilities**

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, partnerships, property development and to increase the overall visibility of the organization.
2. Lead, supervise, collaborate with organization staff.
3. Implementation of the organization's Strategic Planning.
4. Planning and operation of the annual budget.
5. Serve as spokesperson to the organization's constituents, the media and the general public.
6. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Affinity Ranch's Mission.
7. Engage in fundraising and assist in developing other revenues.
8. Oversee marketing and other communications efforts.
9. Oversee and collaborate on committee meetings.
10. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
11. Review and approve contracts for services.
12. Other duties as assigned by the Board of Directors.
13. Establish on site presence for operations and needed communications.

## **Qualifications**

- A bachelor's degree in non-profit management, business or related field.
- Transparent high integrity leadership.
- Five or more years management experience.
- 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.
- Demonstrated ability to oversee and collaborate with staff, volunteers, board members and donors
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. 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.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial 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.