

Title: Executive Director
40 Hours Per Week / FT
Salary Range: \$70,000-\$75,000
www.volunteersforyouth.org

Volunteers for Youth (VFY) is a long-standing Orange County, NC nonprofit whose mission is to help children and teens positively connect to the community through mentoring, community service, and teen court programs. VFY has served youth for 41 years with a mission that has remained since the beginning: to be an innovative, community organization providing diverse, quality programs to help local young people achieve their potential.

VFY's annual budget is \$300,000. Funding sources include the North Carolina Department of Public Safety, Orange County, the towns of Chapel Hill and Carrboro, private donations, foundations, and the revenue raised through an annual golf tournament.

Current VFY programs include mentoring programs, Teen Court program, and Community Service Program.

Responsibilities:

The executive director is responsible for the overall operations of the organization. These responsibilities include:

- Board Relations – serving as a liaison between the rest of VFY’s staff and the Board of Directors, as well as maintaining records, and scheduling and facilitating Board meetings.
- Grant Management and Writing – fulfilling reporting requirements of various funding sources, as well as seeking out and securing grant funding.
- Fundraising – assisting the Board of Directors in its efforts to raise funds for VFY.
- Community Collaboration – coordinating with other organizations and human services providers to ensure the effectiveness of the delivery of service to VFY’s clients and to advocate for the clients’ needs within the community.
- Agency Marketing and Promotions – With the assistance of the Board of Directors, maintaining a high and visible profile for VFY within the community, publicizing VFY’s programs and its needs, including using social media.
- Supervision - providing oversight and supervision for all agency staff, interns, and programs
- Bookkeeping – overseeing financial data and compliance by maintaining accurate books and performing daily accounting tasks such as bill paying, payroll, and general ledger entries.
- Physical Asset Management – managing and purchasing the physical assets of VFY, such as office equipment and furniture and to locate and negotiate the leasing of office space.

Salary and Benefits:

The salary range is \$70,000-\$75,000. In addition to salary, VFY benefits include health insurance, 403(b) retirement savings plan, 11 paid state holidays each year, monthly accrued vacation and sick leave, two paid hours a week to volunteer outside of the agency, and a full week paid holiday in December.

VFY operates in a hybrid-work environment for both staff and Board of Directors. This position has the ability to work remotely and is expected to attend in-person meetings and events as required. Additionally, this position may require evening and weekend availability for meetings and events.

Candidate Profile:

- Ability to focus on big picture priorities while not losing sight of the details
- A passion for community with a strong commitment to diversity, equity and inclusion
- An inspiring management style that helps develop staff while also holding them accountable
- An outgoing, confident, optimistic, empathetic, engaging, and service-oriented person
- Ability to innovate and develop fresh approaches and adapt easily to change
- Excellent communication and interpersonal skills
- Bilingual Spanish speaker is a plus

Desired Experience and Qualifications:

- Experience with youth and youth programming
- Familiarity with the Orange County community
- Experience and understanding of nonprofit operations, management, and leadership
- Bachelor's degree required, Master of Social Work preferred

For more information please visit www.volunteersforyouth.org. To apply please email a resume, references, and cover letter to jobs@volunteersforyouth.org.

Applications will be accepted until the position is filled. Final offer is contingent upon a successful background check. The expected starting date is June 12, 2023.