



Executive Director

Job Description

Full-time; Exempt Status

West Company is a nonprofit, economic development organization serving current and prospective small business owners throughout Mendocino County, CA. West Company provides local entrepreneurs and small business with services to start and grow. We serve our clients through business training workshops and one-on-one business consulting. Our value proposition rests in helping clients make informed decisions regarding their new or existing business. West Company hosts the SBA's Mendocino Small Business Development Center and Mendocino Women's Business Center. We have two locations in Mendocino County, CA: inland in Ukiah and on the coast in Fort Bragg.

REPORTS TO

Board of Directors

POSITION SUMMARY

Plans, directs, coordinates, evaluates and reviews the activities and operations of West Company. Keeps the Board of Directors fully informed regarding pertinent matters relating to West Company.

The Executive Director shall have overall accountability, responsibility and authority for the management of the business affairs of the Corporation in accordance with the strategic plan and objectives adopted and approved by the Board and subject to oversight by the Board.

EXAMPLES OF DUTIES AND ESSENTIAL FUNCTIONS

Funding and Communications

- Develop and maintain relationships with diverse funding sources, including private foundations, corporate contributors, individual donors, public grantors and contractors.
- Research, identify, develop, submit and respond to requests for information related to grant proposals for potential funding partners.
- Monitor compliance with funding and grant agreements.
- Provide staff support to Board for fundraising initiatives.
- Use external presence and relationships to garner new opportunities.
- Deepen and refine all aspects of communications – from web presence to external relations – with the goal of creating a stronger brand.

Leadership and Management

- Develop, maintain and support a strong Board of Directors.
- Attend Board of Director meetings and as requested, Board committee meetings.
- Report to and make recommendations to Board on a monthly basis, or more frequently as necessary.
- Act as staff to Board and its committees.
- Implement Board policy.
- Work with Board to implement the Board's overall development, training, and annual planning retreat.

- Lead, coach, develop and retain West Company's staff and consultants.
- Develop and maintain compliance with Federal, state and local laws including fiscal and personnel policies and procedures.
- Foster a positive working environment.
- Establish and maintain effective working relationships with a variety of individuals.

Public Policy Advocacy

- Interact with the general public, representatives of the media, and other agencies regarding West Company policies, programs and services.
- Work with the respective state and national trade associations for microenterprise to advocate public policies that support microenterprise.
- Monitor federal, state and local legislation and policy effecting not-for-profit and microenterprise organizations.
- Educate and advise the Board, the public, legislators, and other stakeholders about the potential effects of proposed legislation on West Company and its constituents.

Fiscal Management

- Work with the Board to ensure fiscal integrity.
- Employ sound business practices to achieve fiscal compliance and accountability.
- Monitor grant compliance.
- Ensure timely and accurate financial accounting and reporting.

Community Relationships

- Represent West Company locally, statewide, and nationally.
- Develop professional partnerships and collaborations with private and public entities.
- Work with diverse populations.

Program Management

- Ensure ongoing local programmatic excellence, rigorous program evaluation and consistent quality.
- Ensure effective systems to track and evaluate programs.
- Oversee the implementation and evolution of programs and monitor performance requirements.
- Develop and monitor contracts for consultants and other outside labor sources, as needed.
- Recruit new clients, advise and monitor consultant advisors, provide resource and development information for advisors - both staff and contractors.
- Communicate to the Board, funders and other constituent program outcomes and successes.

REQUIRED QUALIFICATIONS

The Executive Director will be thoroughly committed to West Company's mission. The incumbent will have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Bachelor degree in a related field of study.
- Senior management experience and a track record of effective leadership of outcome-based programs.

- Grant management experience.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Demonstrated success in raising funds for a not-for-profit corporation.
- Strong decision-making, negotiating and problem-solving skills.
- Excellence in organizational management with the ability to coach, manage and develop high performance staff, set and achieve strategic objectives, and manage budgets.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders from diverse cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal.
- Ability to plan, organize, direct and timely complete project.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Maintain a valid driver's license and have reliable access to transportation.

DESIRED QUALIFICATIONS

- Business ownership or executive management experience.
- Non-profit Executive management experience.
- Commitment to vision and mission of the microenterprise industry; working knowledge of trends, policy, and operating challenges in the industry; and a network of associations and contacts within the microenterprise industry.

SPECIAL REQUIREMENTS

- Possession of a valid Class C or higher California driver's license and automobile insurance.

PHYSICAL REQUIREMENTS

- Constant reading and listening; frequent sitting in an office chair; frequent keyboarding while using a computer; works longer than eight hours daily; must be alert to actively participate in evening meetings; must be able to travel on commercial airlines or other types of public transportation; able to climb a step ladder and lift up to 50 pounds.

COMPENSATION

- Salary range is \$52,000-\$75,000. West Company offers competitive benefits, including contribution to health insurance and a generous paid time off plan.

TO APPLY

- Send cover letter and resume to [jobs\[at\]westcompany.org](mailto:jobs[at]westcompany.org). No telephone calls or walk ins please.
- Applications will be accepted until September 9, 2016.