



Job Title	Director by Annual Contract Work
Department	New Leaf Society (NLS) – Non-Profit Organization
Reports to (Job Title only)	Board of Directors / Officers of the Organization
Origination Date	August 8, 2022 (Meeting date of Approval of Board of Directors Meeting)
Revised Date (if any)	August 15, 2022 - Posted

OBJECTIVE: To hire an individual for contractual work to serve as the highest-ranking decision-maker responsible for the continuation of successful operations and a functioning board of directors for this non-profit organization.

VISION: We believe a beautiful environment builds shared ownership and increased investment for a thriving community.

MISSION: Our mission is to enhance our quality of life and increase our economic prosperity by the beautification of our community through public and private cooperation.

JOB PURPOSE

The highest-ranking individual within the non-profit organization with ultimate responsibility for its financial and non-financial daily operating office and organizational performance.

Job Duties: In conjunction with the Board of Directors, develops the organization's short and long-term goals and strategies. Represents the organization to its board members, all target audiences, donors, bodies of government at local and state level, and the public.

Interactions with: Board of Directors, funding partners and Glen Raven, Inc. administration/leaders (workspace), community agencies, elected officials, community leaders, and the public.

Competencies: Decision-making skills. Leadership skills. Management skills. Successful fundraiser. Ability to drive strategic direction. Excellent verbal, presentation, and written communication skills. Ability to work and engage committee members from the board and community. Ability to build collaborative relationships. Detail oriented. Creativity. Ability to meet deadlines. Project management skills. Highest level of personal and professional integrity.

Experience and Education: Comprehensive knowledge of the field's concepts and principles. Performs complex tasks typically following established processes. Leads and directs the work of volunteers, board members, and potential employees and/or interns and has full authority for personnel decisions. Primarily focused on administering established policies and procedures and has impact on budgeting, strategic planning, and procedural change.

Board of Directors Role: Oversees the organization's leadership team and committee structure in the deployment of planting projects, budget and financial work, event-planning, marketing, and procedures meant to help the organization meet its overall mission objectives.

MAJOR ACCOUNTABILITIES / ESSENTIAL DUTIES

- Works with Board and communities to develop and maintain strategies for planting project that drive NLS toward achievement of its mission. Principal areas of focus include high standard of projects and exceptional

maintenance of all existing projects. Supports the decisions of the Board with regard to projects, strategy, programming and events.

- Drives and manages Marketing Campaigns and all social media, collateral pieces, website, and printing within a proposed budget approved by board and implements strategies as planned and as projects dictate.
- Project and Meeting Coordination – Executes projects development by Technical Committee and approved by board, administer all details for quarterly board meetings and monthly Technical Committee.
- Coordinate with board committee to host annual fundraising event and promote active state-wide litter prevention events and activities.
- Maintains databases for all projects, location of projects, funding partners, and committees, outreach to community through resources for communicating goals and events.
- Plans and directs the day-to-day activities for New Leaf Society. Prepares annual program, budgets required to achieve the mission of NLS. Reports on budget to the Officers of the Board. Assures compliance with policies, regulation, laws, and by-laws.
- Advocates on behalf of New Leaf Society and its mission. Actively leads and participates in planting projects and all the communications within Alamance County served by NLS.
- Administrative Assistance – Provides all organization and orderly files and records of office records and Board of Directors, scheduling and support for Board and committees, calendars and appointments, preparing correspondence and legal documents, making travel arrangements, and preparing expense reports.
- Document Management – Supports the maintenance all files and management of financial records; review invoices for accuracy and facilitates a procedure for officers of the board for check writing process.
- Provides phone coverage and manages mail for the organization. Develop and maintain appropriate relationships and communications with the Board, committees, funders, media, the public and its officials.
- Maintains the highest level of confidentiality in the performance of all duties.

MINIMUM REQUIREMENTS

Education

- Bachelor's degree in Business-related field or equivalent education and related training

Experience

- 4-5 years of experience in a related role of non-profit work.
- Business administration experience in a professional office environment; assistant experience with upper-level management preferred.
- High level of proficiency in computer skills, specifically Microsoft Office Suite Programs and understanding of financial record keeping.

Key Skills

- High level of verbal and written communication skills
- Problem solving skills
- Ability to work independently and maintain confidentiality as needed

Physical

- File storage movement ability
- Ability to travel locally by car
- Requirements on Checklist (page 3 & 4).

Requirements Checklist for Assistance with ADA Compliance

Physical Requirements	Description	% of Time Performing Task			
		Rare 0%-30%	Occasional 30%-60%	Frequent 60%-90%	Constant 90%-100%
Sitting	Job requires employee to sit for continuous periods of time without being able to leave the work area.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing	Job requires employee to remain on his or her feet in an upright position for continuous periods of time without being able to leave the work area.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	Job requires employee to climb ladders or scaffolding or climb and work in overhead areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	Job requires employee to walk significant distances in the facility during the course of his or her work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	Job requires employee to raise or lower objects from one level to another regularly during the shift. 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling and/or Pushing	Job requires exerting force up to 20 lbs. on a regular basis so that the object is moved toward or away from the employee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	Job requires employee, on a regular basis, to carry objects. 20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	Job requires that the employee regularly grasp objects.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	Job regularly requires employee to reach for objects.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping & Crouching	Job regularly requires employee to bend forward by bending at the waist or by bending the legs and spine.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crawling	Job requires employee to work in a confined space or to crawl or move about on hands and knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color Determination	Job requires color determination vision (no color blindness).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Near Acuity	Job requires clarity of vision at 20 feet or more, with or without corrective lenses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speaking	Job requires expressing ideas by the spoken word.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Listening	Job requires perception of speech or the nature of sounds in the air.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tasting or Smelling	Job requires the ability to distinguish differences in the quality of flavors and/or odors, using tongue and/or nose.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	Ability to travel by car, airplane or train; valid driver's license and/or passport required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mental Requirements	Description				
General Intelligence	<ul style="list-style-type: none"> - Ability to comprehend basic instructions - Ability to interpret documents - Ability to apply abstract principles to a wide range of complex tasks 				
Verbal Skills	<ul style="list-style-type: none"> - Ability to understand the meanings of words and effectively respond - Ability to analyze information and write reports - Ability to comprehend complex issues and communicate effectively to diverse groups 				
Mathematical Skills	<ul style="list-style-type: none"> - Ability to perform basic arithmetic accurately - Ability to compute rates and percentages - Ability to perform statistical analysis- - Additional Finance formulas 				
Environmental Conditions	Description	% of Time Performing Task			
		Rare 0%-30%	Occasional 30%-60%	Frequent 60%-90%	Constant 90%-100%
Atmospheric Exposures	Employee will be exposed to dusts, fumes, vapors, or mists that could affect the health of the employee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold	Employee will be exposed to low temperatures that result in significant body discomfort.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat	Employee will be subject to high temperatures that result in significant body discomfort.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Injury Exposure	Employee will be exposed to workplace hazards more frequently than normal or to potential injuries.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	Employee will be exposed during a shift to constant or intermittent sounds at a level sufficient to cause hearing loss or fatigue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>