

URBAN BOATBUILDERS, Inc.
Executive Director

Job Description

Organization Summary

Urban Boatbuilders is a youth service agency that uses wooden boatbuilding as a means to support positive youth development, academic achievement, and the development of a variety of hard and soft skills that help young people find and keep jobs. We work with at-risk young people in schools, after school, and in correctional settings.

General Duties

The Executive Director of Urban Boatbuilders, Inc. (UBB) is the Chief Operating Officer of the organization and has primary responsibility for leadership, grant writing, fundraising and overall organizational management.

Primary Duties and Responsibilities

- Management and leadership of the organization
- Responsible for fundraising including individual and corporate donations, foundations, and contracts.
- Provide financial management including budget development, management and reporting.
- Assure compliance with all foundation, private and public reporting requirements.
- Develop and conduct outreach for contracts for services.
- Develop partnerships with private and nonprofit organizations.
- Lead development of educational goals, monitoring strategies and evaluation of program activities.
- Oversee UBB staff and provide opportunities for continued training.
- Maintain positive and responsive workplace environment.
- Coordinate record keeping and reporting to the UBB Board of Directors.
- Assist the UBB Board President with coordination and staffing of all UBB Board meetings. Provide transparency, accountability and responsiveness to board.
- Provide other services as deemed necessary by the UBB Board of Directors.

Experience and Qualification Requirements

- BA/BS degree
- 3-5 years experience with non-profits or equivalent
- Management and fundraising experience for non-profits or small business
- 3-5 years experience with educational and youth programming
- Excellent written & oral communication skills
- Excellent organization and time management skills
- Personal vehicle and valid driver's license

Physical demands

Work is performed in a variety of settings, primarily an office adjacent to the wood shop. Regular operation of normal office machines (computer, copier, and fax) is required. Some evening and weekend activities and travel locally are required.

Salary

\$40,000-\$50,000, commensurate with experience.

Application process

To apply, please email your cover letter and resume to the ED Hiring Committee, at ubb1460@gmail.com by March 19, 2010. No calls please. Criminal background and credit check will be required before an offer will be made. To learn more about Urban Boatbuilders, see www.urbanboatbuilders.org