

MANCHESTER POLICE ACTIVITIES LEAGUE
POSITION GUIDE

Title: Executive Director
Department: Administration
Reports To: Board of Directors

NATURE OF WORK

Under the direction of the Board of Directors, the Executive Director leads and directs the Manchester Police Activities League by endorsing the organization's purpose and mission. Works to identify and enhance the goals and objectives. Provides staff liaison to the Board of Directors, performs various administrative duties, including preparation of documents, oversight of various financial records. Provides leadership for outreach and community awareness. Responsible for grants procurement, fundraising, and management of funds relating to the Manchester Police Activities League efforts.

ESSENTIAL JOB FUNCTIONS

Implement the Employer's policies as determined by the Board.

Represent the Employer in dealings with the Manchester Police Department.

Represent the Employer in dealings with the citizens, political figures, businesses and community organizations of Manchester, area Towns and the State of Connecticut.

Administer the business operations of the Employer including but not limited to direct supervision of other paid staff employed by the Employer.

Coordinate programs of the Employer established by the Board and direct the activities of volunteers in support of those programs.

Raise funds including but not limited to through grant writing.

Communicate with the Board regarding performance of these responsibilities and the operation of the Employer by attending its meetings and the meetings of its committees as directed by the Board.

OTHER FUNCTIONS

Train and supervise part-time staff and volunteers.

Operates personal computer with word processing and other software.

Prepares written reports and evaluations.

Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Ability to write and procure grants and successfully.

Skilled in planning, evaluating, budgeting programs.

Ability to build and maintain positive relationships with partners, funders, council members, volunteers and residents.

Knowledge of fundraising practices.

Ability to communicate effectively, both orally and in writing, and to establish and maintain effective working relationships the board, volunteers, co-workers, and community agencies.

Ability to prepare written records and reports, and present the same. Ability to use computers.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Must be mobile, able to push/pull/lift objects of less than 20 pounds, and able to sit for prolonged periods. Able to perform moderately difficult manipulative skills and skills which require hand-eye coordination, such as keyboard skills or using a calculator.

Must be able to see objects closely, as in typing a report; hear normal sounds with some background noise, distinguish voice patterns and communicate through human speech, as in answering a telephone.

Must be able to concentrate on fine detail with constant interruption, attend to task for 60 minutes or more, remember multiple tasks given to self and others over long periods, and understand the theories behind several related concepts.

Ability to get along with co-workers, supervisors, customers and the public at large.

May be exposed to: dust, electro-magnetic radiation as in computer screens.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Business Administration or related field; experience working with youth, grantsmanship, fundraising, or suitable experience may be substituted for educational attainment if deemed appropriate by the Executive Board.

This position is funded by Manchester P.A.L. and employed by Manchester P.A.L. and is not a position of employment with the Town of Manchester.

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.