

POSITION: Executive Director
UNIT: Tidewater Youth Services Foundation
LOCATION: 2404 Airline Blvd. Portsmouth, VA 23701
COMPENSATION: Full time - \$50,000 - \$55,000
Commensurate with Experience
CLOSING DATE: September 30, 2016 or until filled

The Tidewater Youth Services Commission is seeking a well- organized professional with a successful record of non-profit development experience to serve as the Executive Director of its 501(c)(3) charitable partner, The Tidewater Youth Services Foundation.

The ideal candidate will have the following skills/ experience:

- Minimum of 5 years working in non-profit development / fundraising/ management
- Grant Administration – grant writing/ reporting experience
- Leadership - experience working and reporting to board of directors and coordinating volunteers
- Financial Management – budgeting, reporting financial information, familiar with 501(c)(3) regulations
- Event Planning – ability to coordinate and implement fundraising events from start to finish
- Strong Public Speaker - experience speaking/ presenting to groups of all sizes
- Marketing – ability to create and execute marketing plan
- Bachelor's Degree from an accredited college or university
- Desire to help at-risk and court-involved youth overcome their obstacles and become productive adults.

The Foundation's Executive Director is an employee of Tidewater Youth Services Commission and reports to the Executive Director of the Commission, and to the Foundation's Board of Directors.

The Executive Director is responsible for the Foundation's consistent achievement of its mission and financial objectives.

Work involves:

- 1) Excellence in organizational management with ability to coach staff, set and achieve strategic objectives. Ability to manage a budget, implement, and manage strategic plan to obtain contributed funds through donations, grants, and special fundraising events.
- 2) Ensuring sound financial management, to include maintaining official records and documents to ensure compliance with federal, state, and local regulations. Preparing financial statements monthly and participating in annual audit.
- 3) Actively engage and energize the Foundation's board of directors, staff, volunteers, partnering organizations, and funders.

- 4) Develop, maintain and support strong Board of Directors; serve as ex-officio of each committee, seek and build board involvement with strategic direction
- 5) Deepen and refine all aspects of communications, from web presence to external relationships with the goal of creating a stronger brand and understanding of the Foundation's work in the community
- 6) Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- 7) Ability to work effectively in collaboration with a diverse group of people
- 8) Being mission driven and self- directed individual who is passionate, has high integrity, and a positive attitude.
- 9) Maintain a working knowledge of significant developments and trends in the field of juvenile justice.

We are looking for the candidate that will be the best fit for our unique organization, and are accepting applications from candidates interested in full-time employment.

For more information about Tidewater Youth Services Foundation, visit www.TYSFoundation.org.

To Apply: Submit state application, with cover letter, résumé, and current DMV record to The Tidewater Youth Services **Commission**, Attention: Betsy Roberts, Executive Director, Tidewater Youth Services **Foundation**. Mail to 2404 Airline Blvd. Portsmouth, VA 23701 or email: BRoberts@tysfoundation.org.

The Tidewater Youth Services Commission is an equal opportunity employer. Before beginning employment, the following are required: Background check and drug screening, CPR and First Aid Certification, TB Test and Physical, Reference Check, Proof of Degree (official transcript). This process can take up to two months following an offer of employment.