Revised 6.16.25

STAND UP FOR SALEM

EXECUTIVE DIRECTOR - Job Description

The Executive Director of Stand Up for Salem (SUFS) is responsible for providing overall leadership, direction, and operational and financial management for the organization including oversight and development of staff. Reporting to the Board of Directors, this position oversees all activities of SUFS to ensure that it is fulfilling its mission, strategic plan and its responsibilities to the community, grantors, partners and other constituents.

The person in this role will be responsible for the development, execution, documentation and communication regarding the programs of SUFS. In addition, the ideal candidate should have an understanding of the unique challenges facing the community that SUFS serves and be a dynamic, positive, hands-on and strategic leader, as well as excellent communicator, organizer and relationship-builder.

Job Responsibilities:

- Grant Management: Oversee all administrative aspects of current running grant programs, including purchasing, record keeping, budgeting, time management, accounting and communicating/reporting. Actively pursue new and continuing grants in a timely manner.

- Financial Oversight: Working with the Board, establish the annual operating plan and budget for the SUFS organization, including operating plans/ budgets related to all grant work. Work with Executive Committee of Board as well as Staff to ensure proper record keeping and reporting. Oversee vendor invoices and payments. Possess a thorough knowledge of the financial status of the organization and be able to provide accurate and timely financial reports.

- Staff Management: Supervise small team of employees; provide guidance, leadership and professional development opportunities. Perform routine performance evaluations.

- Asset & Liability Management: Oversee fulfillment of management responsibilities of SUFS assets, including real property assets. This may include vendor and contractor oversight.

- SUFS Volunteer Committee Management: Oversee activity of committees, facilitate communication between committees, and communication to the Board. Assist committees as needed with planning and implementation. Ensure Board participation on committees and initiate volunteer recruitment efforts in the community.

- Community Liaison / Outreach: Develop, foster and maintain strong relationships with resident stakeholders, appropriate public officials and agencies at local and state levels. Represent the organization to important constituencies at local, state and national levels to influence and raise awareness about the mission of the organization.

- Board Communication: Plan monthly board meetings, ensuring a quorum in the days prior to each one. Provide accurate and updated financial reports and other documentation at each Board meeting. Manage agenda with input from Board President and committees.

- Administration: Strong communication skills, respond to inquiries and questions promptly. Excellent time management skills and possess outstanding organizational skills. Office management capabilities and basic understanding of email, Microsoft Office, social media, and virtual meeting platforms.

Stand Up for Salem, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Compensation package: salary range $65K to $75K per year; negotiable and commensurate with experience.

Please direct candidates to send a resume and cover letter to the following email: StandUpForSalem2025@gmail.com. Applications are due by July 9, 2025.