

# Executive Director DaVinci Center

470 Charles Street

Providence, Rhode Island

## Job Description

The Executive Director of the DaVinci Center is responsible for developing and directing all programs, activities, and operations to advance the mission and core values of the DaVinci Center for Community Progress (“DCCP”) under the guidance of the DCCP Board of Directors (“Board”) and its policies.

### Administration:

- Develops the staff structure, salary ranges, staffing requirements and human resource policies.
- Directs Fund raising activities from external and Internal sources via private, public, and corporate sources
- Directs hiring, training, performance reviews and termination of staff
- Clearly defines and communicates to direct reports their roles, responsibilities and accountability (i.e. departmental budgets; adherence to employment policies and practices, etc.)
- Provides day-to-day supervision of direct reports
- Ensures compliance of all state and federal employment regulations
- Manages all aspects of the DCCPP operations

### DCCP Operations and Organizational Development:

Develops an organizational structure and oversees implementation of a budget and plan for managing the day-to-day activities of the DCCP including, but not limited to:

- Reviews the organizational structure, policies and procedures on an annual basis and adjusts as necessary with the growth of the organization
- Establishes policies and procedures under the guidance of the Board.
- Implements systems and programs for staff development and training
- Responsible for planning, organization, and direction of the organization’s operations and programs under the guidance of the Board
- Oversees and reports on the organization’s results for the Board
- Provides leadership to and manages the efforts of site staff to ensure appropriate support of all areas
- Retains a diverse, highly qualified staff and volunteers by providing career coaching, growth, and personal development for workers

- Ensures that services and funding relationships are robust enough to meet or exceed strategic goals and objectives
- Leads fundraising initiatives to further expand DCCP programming

### Board Reporting and Assistance:

- Assists the Board of Directors and the nominating committee in the recruitment, training, and motivation of members of the Board
- Assists in the planning and implementation of meetings of the Board and committees
- With the Board, is responsible for assuring that DCCP adheres to its approved bylaws and the laws governing non-profit boards and organizations in the State of Rhode Island

### Financial Management and Legal With appropriate members of the staff, Board, and committees:

- Implements internal financial controls (including cash receipt and disbursement policies) and ensures staff compliance
- Develops yearly operating budgets to be approved by the Board of directors
- Monitors direct report staff's actual performance against their departmental budget
- Oversees and manages the budget cycle
- Develops an annual operations plan for approval by Board and then communicates the plan to staff
- Establishes a system to monitor, review and annually report DCCP performance to the Board.

### Executive Director Qualifications / Skills:

Should Demonstrate leadership and management skills, Ability to multi-task, creative problem-solving skills. The applicant should be enthusiastic, dynamic, flexible, organized and collaborative.

The applicant should know how to set goals and objectives, plan and track multiple projects, interpret data into useful information, and hold people accountable. Maintain patience, resilience, and tenacity in the face of complex community problems, institutional inertia, and challenging individuals. A high degree of personal and professional integrity is required.

### Education, Experience, and Licensing Requirements:

Master's Degree in Public/Business Administration, MSW, or social service area, and experience in social service field. Lesser degree acceptable if balanced with experience. Familiarity with the North End of Providence helpful.

- Bachelor's Degree in Social Services Concentration or Management, Master's Degree preferred
- Minimum 5 years non-profit management experience in an operational environment
- Minimum 3 years human resource experience with 10 or more employees

- Minimum 3 years' experience in developing budgets
- Proficient in Word & Excel, proficient and adept at learning and teaching staff new programs
- Good knowledge of labor law, nonprofit fiscal responsibility, worker's comp, general liability, and property insurance
- Good use of English language and punctuation with ability to write documents including letters, media articles, and grants that will inform, teach and/or move the reader
- Must be able to speak, read, and write in the English language, bilingual individual preferred

Salary range \$80,000 - \$90,000 commensurate with experience and education. Competitive benefit package available.