

# **Golden Triangle RC&D Council**

## **Job Description**

### **Assistant Director**

The Golden Triangle RC&D Council is a non-profit 501(c) 3 serving 18 counties in southwest Georgia. The mission of the organization is “To assist individuals and communities in utilizing and protecting our natural resources while improving the economy, environment and quality of life.”

The Assistant Director reports to the Executive Director and the Board of Directors and is responsible for supporting the organization’s consistent achievement of its mission and financial objectives. Under the direction of the Executive Director, the Assistant Director implements the policy directives emanating from the Board of Directors and assumes a leadership role in guiding administrative, fiscal and program activities. Salary is commensurate with experience and education.

#### **Overview of Position:**

- 1) Supports the organization’s long-range strategy to achieve its mission and makes consistent and timely progress.
- 2) Implement the strategic goals and objectives of the RC&D and collaborate with appropriate organizations to realize its mission and financial objectives.
- 3) Oversee the day-to-day administration of assigned staff and programming and projects.
- 4) Work with the Executive Director to manage the Council’s resources within budget guidelines according to current laws and regulations.
- 5) As directed by the Executive Director, effectively manage the human resources of the organization (both staff and volunteers) according to authorized personnel policies and procedures that fully conform to current laws and regulations.
- 6) Assure the organization and its mission, programs, products and services are consistently presented in a strong positive image to relevant stakeholders.
- 7) As directed by the Executive Director, oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation, to include completion of grant requests.
- 8) As directed by the Executive Director, oversee new or redesign current programs in response to the needs of the community served; which includes directing any changes or new programming in relation to staffing, fundraising and general implementation.
- 9) Establish sound working relationships and cooperative arrangements with local governments, community groups and organizations.
- 10) Promote an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision.

#### **Responsibilities as Assigned by the Executive Director:**

##### **Marketing/Program Growth:**

- 1) Attend at least one county commission meeting and one city council meeting in each county and city in the Council area during the first year of employment.
- 2) Make contact monthly with either the county manager or commission chairman from each of the eighteen counties.
- 3) Attend IBA or Economic Development Authority meetings Council-wide.
- 4) Attend Southwest Georgia Regional Commission meetings as needed.
- 5) Speak to organizations, such as civic clubs, to explain the RC&D Program and its benefits to the region.
- 6) Prepare newsletters and annual reports. Publicize the activities, programs and goals of the Council.
- 7) Arrange for programs and hosting of quarterly Council meetings.

- 8) Promote active and broad participation by volunteers in all areas of the Council's programs.
- 9) Generate RFPs as required.

**Financial:**

- 1) Generate annual budget of assigned programs for Board approval.
- 2) Develop and maintain sound financial practices.
- 3) Participate in annual financial audit.
- 4) Ensure the compliance of all reporting and audit requirements of those agencies with which the RC&D interacts.
- 5) Review bank statements and monthly financial reports.
- 6) Ensure that adequate funds are available to permit the Council to carry out its work.

**General Oversight:**

- 1) Serve as point of contact, respond to requests from local governments/organizations and follow up as directed by the Executive Director.
- 2) Monitor the progress of projects and assignments to ensure that appropriate schedules are maintained.
- 3) Deliver reports as assigned at monthly Executive Board meetings and quarterly Council meetings keeping the board fully informed on the condition of the Council and important factors influencing its success.
- 4) Ensure that personnel policies are followed.
- 5) Prepare or complete various forms, reports, correspondence, or other documents as necessary.
- 6) Receive various forms, reports, correspondence, manuals, reference materials, or other documentation; and review, complete, process, forward or retain as appropriate.
- 7) Provide assistance to other employees as needed.
- 8) Perform other related duties as required.
- 9) Complete training as required and directed by the Executive Director.

**Necessary Skills:**

- The ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Strong verbal and written communication skills, including public speaking and grant writing.
- The ability to perform basic math; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- The ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- The ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information.
- Self-motivation and the ability to work with minimal supervision.
- Computer literate – accomplished in programs including but not limited to Word, Excel, and PowerPoint, QuickBooks, etc.

**Minimum Qualifications Required:**

- Experience in governmental administration, public administration, planning, economic development, or related field.
- Understanding non-profits, grant writing and experience working with boards of directors and volunteers is particularly helpful.
- Must have background in direct personnel management and knowledge of the same.
- Background in municipal or county management and knowledge of local government administration is a major complement to this position due to the vast amount of work with local government management.

- Knowledge of the state and federal government, officials, programs, funding, etc., is also of great importance to this position.
- Must possess a State of Georgia driver's license or ability to obtain one within 30 days.
- Must be bondable, a clean criminal background check and drug screen.

**ADA Compliance:**

**Physical Ability:**

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:**

Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:**

Essential functions are regularly performed without exposure to adverse environmental conditions.

**Salary: Negotiable**

The Golden Triangle RC&D Council is an equal opportunity provider and employer.

Submit the following information electronically to [dwilson@goldentrianglercd.org](mailto:dwilson@goldentrianglercd.org), enter "application" in subject line:

Resume

Three (3) Personal References

Three (3) Work References

One (1) brief (1-4 pages) sample of your writing (a grant application, an article, a letter, etc.)

Deadline for application – February 29, 2024