

## **APTB EXECUTIVE DIRECTOR JOB DESCRIPTION**

**JOB TITLE:** APTB EXECUTIVE DIRECTOR

**SUPERVISOR:** BOARD

**TIME COMMITMENT:** 5 – 10 hours per week

**SALARY:** up to \$150/week; Contract position

### **GENERAL JOB DESCRIPTION**

As the highest leadership body of the organization and to satisfy its fiduciary duties, the APTB Director is responsible for:

- Enhancing APTB public image
- Serving as an active advocate and ambassador for APTB and fully engage in identifying partnerships necessary for APTB to advance its mission
- Creating and monitoring APTB programs and services in collaboration with program facilitators
- Knowing and following APTB mission, bylaws, policies, board resolutions, programs, and needs
- Ensuring strong fiduciary oversight and financial management

The APTB Director is expected to:

- Maintain confidentiality regarding all internal matters of APTB
- As necessary, be responsible for accounting duties including preparation of APTB's financial statements
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary. Notify Board President immediately of any potential and/or actual conflicts
- Maintain hospitality supplies
- Setup/Clean up hospitality for events as needed (for example, potlucks and Friday night art nights)

### **RESPONSIBILITIES**

Leadership

- Be an ambassador for APTB in local community organizations
- Develop and maintain relationship with ecumenical communities

- Oversee Marketing, Administrator duties and program development
- Day to day operational decisions
- Assist in recruiting and vetting program facilitators

#### Board Relations

- In collaboration with the Board President, prepare for, attend, and participate in board meetings
- Report staff updates, donation status, and campaign details
- Relay operational concerns that need to be considered by the board
- Inform the board with general needs to streamline work and maximize impact including technology
- Assist the Board in organizing the main fundraiser (Art Regatta), attendance as required
- Support other fundraising activities as needed

#### **QUALIFICATIONS FOR THE JOB**

- Interest in and willingness to support APTB's goals and objectives
- Initiative, Integrity, and analytical ability
- Sensitivity and awareness
- Leadership
- Sound decision-making ability
- Ability to organize and monitor work
- Skilled in Google, Zoom, Microsoft Office Software and cloud services
- Commitment to open and honest communication
- Strong verbal and written communication skills