

City of Richwood, Texas

Rich in History, Focused on the Future

Working Environment

The working environment varies with job duties.

Job Information

Job Title:	Executive Director	Department:	Keep Richwood Beautiful
Reports To:	City Manager / KRB Board	Date Revised:	04/15/2024
Stipend:	\$500.00 / Monthly	Opening Date:	04/15/2024

Summary

The Executive Director is responsible for the overall management of the organization and all aspects of the Keep Richwood Beautiful operations. This primarily involves the coordination of programs KRB provides. Key responsibilities include but are not limited to: (1) resource development and maintenance; (2) specific program responsibilities; (3) community and public relations; (4) volunteer management; (5) liaison to the KRB Board; (6) fiscal management; and (7) planning.

Essential Duties & Responsibilities

Resource Development and Maintenance:

- Research and prepare grant proposals and other funding applications.
- Work with the Board and committees in any fundraising events or activities.
- Consistent research and creating new funding sources.

Program Responsibilities:

- Reports directly to the board of directors.
- Leads monthly Board meetings and assists the City Secretary in preparing the agenda.
- Serves as your organization's primary contact for the community.
- Submitting reports to required agencies (such as Keep Texas Beautiful, Keep America Beautiful, Texas Commission on Environmental Quality, etc.)
- Attend training, workshops, or conferences to extend knowledge and be representative of KRB.
- Organizing/working multiple events representing KRB and its missions.

Community and Public Relations:

- Coordinate public relations to recruit volunteers and increase public awareness of the KRB program and its goals and activities.
- Develop and maintain relationships with all appropriate groups, agencies, organizations, and other community service organizations aligning with KRB goals and activities.
- Maintain social media and web presence.
- Be available for public speaking engagements.

Volunteer Management:

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- Coordinate Volunteers for events and oversee and supervise all volunteer activities, including recruitment, retention, and training of volunteers.

Liaison to Board to Directors:

- Attend all monthly Board meetings.
- Oversee and implement all Board directives, policies, and procedures.
- Keep the board apprised of changes, operations, and/or problems.
- Monitor Board/Committee activities and attend Committee meetings.
- Report attendance and/or participation of Board members to the Board Chair

Fiscal Management/Planning:

- Manage day-to-day fiscal operations.
- Review and present for approval all monthly financial reports.
- Submit bills and expenditures for reimbursement and accounting.
- Assist in developing the annual budget.
- Maintain donations and financial records.
- Evaluate programs and recommend modifications and/or improvements.
- Assist in developing and initiating strategic plans to establish organization goals (e.g., 1-year, 5-year, 10-year plans).
- Develop and assist in presenting the annual plan after discussion from the annual retreat.

Qualifications

Preferred Qualifications

- Fundraising and Event planning experience.
 - Have work experience, preferred experience in volunteer, public service, social work, or related areas.
 - Ability to have a flexible schedule for evenings and weekends as needed.
 - Physical activities include bending, reaching, sitting, and walking during working hours.
- Reasonable accommodation may enable a person with physical disabilities to perform the job.