



## **Local First Managing Director Qualifications and Profile**

### **Desired Profile**

- Visionary leader
- Advocate for sustainable, local economic development
- Passionate about locally owned and independent businesses
- Commitment to Local First mission, values, and principles
- Excellent public speaker
- Collaborative and transparent
- Team builder

### **Desired Qualifications**

- Understanding of non-profit management and compliance with local, state, and federal regulations
- Proven ability to facilitate a diverse group of individuals to achieve a common goal
- Positive record of relationships with business owners and organizations representing the diversity of La Plata County's population
- Knowledge of the concerns of small business owners
- Knowledge of diverse approaches to community and regional economic development
- Demonstrated excellent written and verbal communication skills
- Demonstrated networking skills
- Demonstrated skill with community organizing and education strategies
- Demonstrated proficiency with computer applications including but not limited to: Quickbooks Online, Google Drive, Wordpress, and membership database software such as Keap/Infusionsoft with experience on social media such as Facebook and Instagram
- Successful experience with fundraising, marketing, and public relations
- Success with strategic planning and launching new organizations and/or businesses
- Success with organizational management, especially in the non-profit sector
- Success with managing, motivating, and building strong staff relationships and team ethic.

# LOCAL FIRST MANAGING DIRECTOR JOB DESCRIPTION

**Job Title:** Managing Director

**Reports To:** Local First Board of Directors

**Approved By:** Local First MD Search Committee    **Approved Date:** 9-30-20

## **Position: Managing Director**

Local First is a membership-based nonprofit of 250+ locally-owned independent businesses in La Plata County. We strive to provide our members' opportunities to thrive as we work together to build an economy that values people, the planet and prosperity for everyone. We envision a thriving, self-reliant, and resilient community committed to supporting locally-owned independent businesses and organizations. Local First aims to be the representing voice for our members in a larger community discussion about our local economy.

The Managing Director reports to the Local First Board of Directors and is responsible for the organization's consistent achievement of its mission, financial objectives, and strategic goals and objectives.

## **Overarching Responsibilities:**

- Assure that the organization has a long-range strategy to achieve the organization's mission that makes consistent and timely progress.
- Attain and maintain strong and healthy member relations including recruitment, retention, and communications activities; ensure that the Board approved business membership criteria is followed consistently.
- Oversee fundraising, including special events, program revenue, and grant applications. Manage all fundraising activities, including programming, member relations, events, donor cultivation, and management.
- Assist the Board of Directors in achieving an effective Board by providing administrative support to the Board with Board member recruitment, orientation, development, and training. Identify, assess, and inform the Board on internal and external issues that affect the organization.
- Provide leadership and direction in developing programs, organizational plans, and financial/yearly budgets with the Board of Directors and staff, and ensure compliance with the plans, policies, and organizational bylaws authorized by the board.
- Maintain records and documents that ensure compliance with federal, state and local regulations in accordance with being a 501(c)6.
- Maintain a working knowledge of significant developments and trends in the field.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Coordinate with the Local First Foundation and the Foundation Executive Director to ensure

program cohesion and efficacy and clear, consistent communications.

### **Communications and Marketing:**

- Maintain excellent communication with the Board, ensuring the Board is kept fully informed and involved on the condition of the organization and all factors influencing it, and communicating clearly with staff and membership on Board-approved organizational strategies, policies, resolutions, and directives.
- Establish and maintain excellent communications and sound working relationships with our members, and collaborative arrangements with community groups and organizations throughout the county.
- Work with the Local First Foundation Executive Director to coordinate press messages to ensure proper representation of both Local First and the Local First Foundation.
- Serve as the primary spokesperson to the organization's constituents. Advocate for and publicize the activities and mission of the organization, its programs, and goals.
- Create and update the Local First website and other online content as needed.
- Engage the public and members with Facebook, Instagram, and other social media avenues.

### **Staffing:**

- Be responsible for the recruitment, employment, and release of all personnel, both paid staff, and volunteers.
- Ensure that job description are developed, those regular performance evaluations are held, and that sound human resource practices are in place.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a team-oriented climate that attracts, keeps, and motivates a diverse staff of top-quality people.

### **Budget and Finance:**

- Work with the staff, Finance Committee, and the board in preparing and obtaining an approved yearly budget; see that the organization operates within approved budget guidelines.
- Be responsible for developing and maintaining sound financial practices.
- Maintain current accounts receivables and payables, prepare customer invoices and statements. Oversee the preparation of monthly financial reports and distribution to the Board of Directors.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Administers contracts as approved by the Board

### **Programming:**

- Communicate with and survey members to organize and present programs that reflect Member priorities in clear and concise ways that attract participation from business owners and community members.
- Execute all programming and collaborate with staff and members to ensure campaign success.

- Continually analyze and improve the efficiency of programming and document best practices.
- Research opportunities on how to improve our campaigns and/or create new programs that will benefit our members.
- Distribute literature, posters and other program materials to participating businesses.
- Prepare periodic reports on program activities, progress, status or other special reports for the board or outside agencies.
- Recruits program participants, members and volunteers.
- Interact and maintain liaison with members, volunteers and outside/community agencies in facilitating program objectives.