



## **Executive Director**

### **Job Description**

Updated October 2024

#### **Role:**

The Executive Director of Keep McAlester Beautiful has a strong, personal commitment to the mission of the organization. This includes community development, beautification, sustainability, and volunteerism. The Director provides strategic leadership and guides the organization, serves as spokesperson in the community, and effectively communicates the organizational vision to others.

#### **Salary:**

\$35,000 - \$37,000 starting

#### **Skills:**

The director must possess strong written, oral, and electronic communication skills, the ability to comfortably make decisions and solve problems, be able to manage social media sites and update website content, have excellent time management skills, the ability to work without direct supervision, and be able to manage multiple projects at once. Basic design and technology skills are needed.

Additionally, the director should have the ability to lift 50 pounds, possess a valid driver's license and have access to reliable transportation.

#### **Duties:**

- Maintain Social Media and websites.
- Publish Monthly newsletter.
- Attend monthly board of directors and report on activities.
- Attend monthly membership lunch. Report on any activities as requested.
- Assist the Board of Directors in preparation of monthly agendas, financial reports, presentations, and minutes of meetings and distribution to appropriate members.
- Attend City Council and other government meetings appropriate to report on organizational activities as appropriate.
- Promote recycling and sustainability throughout community.
- Check post office box regularly.
- Take deposits to bank, as necessary.

- Oversee organization staff and volunteers.
- Support and participate in all volunteer-led initiatives of the organization.
- Prepare and submit quarterly and yearly reports to McAlester City Council.
- Organize, plan, and promote annual activities such as Volunteer Appreciation Banquet, Great American Cleanup in Spring, Paint Oklahoma Beautiful, Fall Cleanup, America Recycles Day, Etc.
- Maintain affiliate requirements and relationship with KOB, KAB, and OKRA.
- Organize, promote, and participate in monthly volunteer days.
- Manage the KMB Office, including carrying out phone calls, emails, correspondence, and invoicing, greeting and assisting visitors, maintaining records, and purchasing materials as necessary.
- Organize, participate in, evaluate, and report on biannual cleanups.
- Attend professional development and training opportunities and conferences as appropriate.
- Prepare and submit award nominations throughout the year.
- Assist partner organizations in planning, promotion, and implementation of community projects.
- Work with volunteers, waste haulers, recycling partners, and city officials towards the improvement of recycling options in the McAlester Community.
- Ensure that policies are upheld and improved, as necessary.
- Manage contracts and agreements with City of McAlester and other entities to ensure all terms are met and maintained.
- Work with board of directors to establish yearly budgets and goals and objectives and ensure that both are adhered to.
- Conduct monthly membership and work to recruit members to the organization year around.
- Train, oversee, and evaluate organizational staff and ensure human resource standard are implemented.
- Identify, gather, transport and maintain supplies for volunteer events.
- Schedule and implement community recycling opportunities including hauling recycling bins, collecting materials, and delivering recyclables to the recycling center.
- Performs other duties as necessary.
- Research, apply, manage, and report on grants to support projects.
- Other activities necessary for the fulfillment of KMB activities and purpose.

The Executive Director reports directly to the Board of Directors and is evaluated at least annually.

Full time position; At least one weekend per month required, more for cleanup weekends. Includes 10 days vacation per year and one week day for every weekend day worked.

Salary commensurate with education and experience.