



www.payitforwardhouse.org
815-762-4882

719 Somonauk Street, Sycamore, IL 60178

JOB POSTING: Part-time Executive Director

GENERAL SUMMARY

The Executive Director is responsible for the day-to-day management of Pay-It-Forward House, NFP (PIFH). The position is a salaried 20-25 hours/week position, 11 months per year. The Executive Director has overall responsibility for guest relations and facility operations; volunteer management; human resources; financial management; marketing and public relations. The Executive Director reports to the Board of Directors.ⁱ

RESPONSIBILITIES

- Ensures that PIFH guests receive high quality services in keeping with the House mission. Supports the needs of guests through efficient House operations, policies and procedures. Manages communication with Kindred Hospital, and other medical facilities in the area to promote mutually beneficial responsiveness to patients' family members/friends.
- Provides overall management of volunteers, including orientation, training and supervision of daily volunteer activities and encouragement and support of area chair persons.
- Supervises other paid staff and maintains accurate job descriptions for those positions; ensures that at all times staff members are knowledgeable about their responsibilities and so carry them out. Conducts employee performance evaluations and recommends salary changes to the Board of Directors.
- Develops annual operating plan and budget for Board approval. Manages implementation thereof, including all fundraising activities, expense controls and any capital plans which may arise from time to time.
- Oversees community relations (including traditional media and social/electronic media) and cultivates relationships with foundations, corporations and public entities that support PIFH and/or are strategically important to the House's mission.
- Maintains effective relations with the Board.
- Performs other duties which may be assigned from time to time by the Board.

JOB REQUIRMENTS

- Strong operating, management, financial and interpersonal skills.
- Strong leadership, motivational and organizational skills.
- Ability to establish and meet goals and objectives that are consistent with the PIFH's mission and objectives as defined by the Board.
- Experience in not-for-profit management, i.e., fund raising, event management, volunteer management, community relations, etc.

REQUIRED EXPERIENCE

- College degree at a minimum; Master's degree desirable.
- Experience in the management of not-for-profits, operating entities, organizations with exposure to the medical community, and, fund raising.
- Must possess courteous, calm and confident manner, caring attitude, and excellent customer service skills.

ⁱ **NOTE:** The above statements are intended to describe the general nature and level of the work being performed by people assigned this position. This is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position.

To pay it forward is to do a good deed, not to pay back a favor, but to help others in their time of need