

One Call for All

Executive Director Job Description

Position Summary

One Call for All (OCFA) Executive Director (ED) is .5 FTE Independent Contractor position located on Bainbridge Island, WA. Reporting to the Board of Directors, the ED is responsible for execution of the OCFA mission and all related operational responsibilities. Compensation is ~\$25,000 based on regional trends and adjusted to relevant experience. This position is an excellent opportunity for a person familiar with the island's non-profit community to exercise their leadership and creativity to build community making Bainbridge Island a choice place to live, work and raise a family.

Leadership/Management Responsibilities

- Manage contract staff and volunteers
- Develop timelines and resources to meet strategic goals for annual Red Envelope campaign
- Acknowledge and cultivate all OCFA donors
- Maintain complete and accurate records for data driven mission/program evaluation
- Present written or verbal activity/campaign/ financial status reports to BOD
- Serve as ex-officio on all committees
- Coordinate annual rally to build and strengthen agency partner relations
- Other duties as determined by the BOD

Development/Fiscal Responsibilities

- Create and execute a development plan that will ensure an ongoing three year operating reserve
- Develop an annual budget
- Ensure sound bookkeeping and accounting procedures

Community Relations

- Represent OCFA in the community and enhance the community profile
- Refine all aspects of communication from web presence to external relations and social media that promote the OCFA brand

Profile

OCFA seeks a professional and experienced individual to continue a 52 year tradition that combines all island wide fund raising activities of local nonprofit social service agencies into a single annual appeal. The ideal candidate will perform all duties with integrity and adherence to the highest visions of the organization.

Qualifications

- Minimum of five (5) years of relevant experience
- Minimum two (2) years demonstrated success in a leadership role that includes but is not limited to board development, fund raising, donor relations, community asset building and strategic collaborations
- Mission driven and self-directed
- Strong written and verbal communication skills
- Excellent technical skills including all MS Office tools and willingness to learn Salesforce and WordPress
- Familiarity and/or relationships with OCFA partner agencies

The OCFA office and primary work location is the Marge Williams Office Center, 221 Winslow Way West, Bainbridge Island, WA 98110. **To Apply: Email a Letter of Interest and Resume or CV to director@onecallforall.org with "Executive Director" in the Subject line.**