

Burroughs Community Center

Job Description

Position / Title: Associate Director

Supervisor: Executive Director

Status: Full Time/ Exempt

Posting Date: February 15, 2019

Established in 1996, Burroughs is a center with a strong history of building programs and partnerships that inform, engage and empower to build a stronger community. At Burroughs we believe a successful community celebrates diversity, acts inclusively, works intentionally to create opportunities and reduce barriers to individuals achieving success. Through direct services and partnership efforts, Burroughs engages over 30,000 participants annually to meetings, trainings and other community activities.

General Function

Burroughs is looking for an experienced, dynamic and strategic professional to play a leadership role with all aspects of this dynamic nonprofit organization. This position will be charged with working with the Executive Director to build philanthropic support from individuals, businesses and charitable organizations. Additionally, this position will drive the management of financial, operational and communication activities.

The Associate Director will:

- Work with the Executive Dir. to implement the communication and development strategy
- Manage annual appeal activities
- Solicitate individual donors, prospective donors to increase donor base
- Write grants
- Manage AP and AR activities to meet organizational standards and controls
- Help oversee the use of the facility space and resources
- Manage donor data and contact activities using donor database
- Manage digital and social media communication activities
- Support program activities and design to meet target outcomes

Requirements/ Qualifications

The Associate Director position requires a “team” minded individual who enjoys working in a fast pace and dynamic environment. As an organization focused on building community engagement, they must be passionate about learning and understanding a wide range of social justice and community issues.

Additionally, a successful candidate will have a demonstrated ability to:

- achieve fundraising goals through grant writing and donor cultivation
- communicate effectively with strong oral and written skills
- use advanced MS Word and Excel skills
- use social media platforms (FB, Instagram, Twitter),

a plus is a candidate who is

- proficient with using QuickBooks (or similar accounting software)
- familiar with website management (WordPress),
- familiar with Bloomerang (or similar donor database),
- bilingual (Spanish)

To apply please send resume and compensation requirements to Michael@Burroughscenter.org with the subject line “Associate Director”.

Burroughs Community Center is an Equal Employment Opportunity Employer EOE AA M/F/Vet/Disability