

Job Description Notes

1. Discover, investigate, and evaluate any potential revenue sources, including long and short term rental of available building or grounds space, local and federal government funding, endowments, grants, fund raisers, business and private assistance, gifts, or any other revenue streams of which all must be approved by the Board of Directors.
2. Establish, operate within confines, and manage annual budget which must include funds for maintenance and operation of the building, funds for long term equipment and building remodeling, and a 10% contingency /emergency fund.
3. Ensure that all contracts include all costs including labor, utilities, and building costs both deferred and future.
4. Supervise directly Meals & Operations Manager, Programs and Building & Grounds Scheduling Manager, and Bookkeeper.
5. Ensure all local and federal requirements are followed as stipulated by grant contracts and agreements.
6. Report to Board at its monthly meetings.
7. Provide a written annual evaluation for employees directly supervising.
8. Receive an annual written evaluation from Board of Directors.