

Full Job Description

Clubhouse Director Job Description

Clubhouse is a Christian faith-based after school and summer tutoring program. Clubhouse seeks to develop teen leaders by empowering them to tutor and mentor children with limited opportunities. The Executive Director will play the leading role in the management of The Clubhouse Program. The Executive Director is responsible for overseeing the administration, programs and strategic planning for the organization. Other key duties include marketing, networking with potential donors, and community outreach. The position reports directly to the Dream Builders Group Board of Directors.

Responsibilities:

1. Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of Clubhouse's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that Clubhouse can successfully fulfill its mission into the future.
- Responsible for the enhancement of Clubhouse's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

2. Operations: Oversees and implements appropriate resources to ensure that Clubhouse operations are appropriate.

- Responsible for the effective administration of Clubhouse operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of Clubhouse.
- Oversee the Assistant Director and Coordinator in the daily activities of Clubhouse locations, including ensuring the daily volunteer staffing of 2 adults, 5-8 teens, 20-30 children and drivers as needed.
- Supervise assigned Clubhouse teen interns in accomplishing daily Clubhouse goals & special event roles through weekly one on one meetings, stretching them in leadership, faith & healthy lifestyles.
- Engaging with children, teens and interns by conducting a Clubhouse walkthrough at each location 1-3 times a session.
- Work with adult staff in designing quarterly training sessions implemented by Interns and guest community leaders/teachers. Includes summer camp, leadership training, and special events.
- Networking with new and existing connections for teen and adult recruitment.
- Oversee quarterly orientation of new volunteers. Gaining adult background checks and teen integrity covenants.

3. Financial Performance and Viability: Develops resources sufficient to ensure the financial health of Clubhouse.

- Responsible for the fiscal integrity of Clubhouse, including submission to the Board of a proposed annual budget and quarterly financial statements, which accurately

reflect the financial condition of the organization. This includes creating an annual income report detailing the contributions to the organization for the fiscal year.

- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising by fostering and maintaining relationships with potential donors and community organizations.
- Identifying grant opportunities, developing proposals and producing required reports to funding sources. While grant writing is a major part of the operation of the organization the board is willing to provide paid mentorship or support in this area should the candidate feel it necessary.
- Working with the financial team in completing the annual audit.
- Overseeing payroll and expenditures to the finance team.

Qualities:

- Bachelors in administration, nonprofit or education related field
- Active Church Involvement: Completed membership, regular worship attendance, active in small group & tithing
- Five or more years experience mentoring teens in their faith & ability to develop/challenge teen leaders
- Five or more years experience in supervision/management
- Ability to work independently and make decisions independently
- Strong communication, delegation, organizational, and budget management skills.
- Experience in grant writing and fundraising is preferred, but mentorship and support will be provided if needed
- Ability to develop and maintain relationships with potential donors, community organizations, and partners.
- Computer knowledge of Word, Excel, PowerPoint, Google doc and a devoted emailer
- Willingness to drive 15 passenger vehicles
- Agree with Teen Integrity Covenant & Criminal Background Checks

Full time. Paid vacation. Salary \$50,000 - \$60,000/yr. Health Insurance. Dental and Vision Insurance. Retirement Plan

<https://dreambuildersgroup.org/>

6759 S. County Road

Tipp City, OH 45371

Job Type: Full-time

Pay: \$50,000.00 - \$60,000.00 per year

Work Location: Multiple Locations