

The Executive Director is the key management leader, strategic fundraiser, and programmatic visionary for Best Video Film and Cultural Center (BVFCC). The Executive Director is responsible for overseeing the administration, programs, fund development, and strategic planning for the organization. Other key duties include communications, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

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

- Responsible for implementation of BVFCC's programs that carry out the organization's mission.
- Responsible for program and strategic planning to ensure that BVFCC can successfully fulfill its Mission into the future.
- Responsible for the increased visibility of BVFCC in the community via strategic marketing and communications
- Responsible for representing BVFCC with partners, vendors, and during programming, community engagement activities, and media appearances.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of BVFCC, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- 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 strategic and expanded fundraising with a goal of developing new resources necessary to support BVFCC's mission.
- Responsible for donor stewardship, donor outreach, and grant submissions.

3) Board Governance: Works with board in order to fulfill the organization mission.

- Responsible for leading BVFCC in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of BVFCC'S 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 the organization.

Professional Qualifications:

- A bachelor's degree
- Five or more years of nonprofit experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting

- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of BVFCC's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor stewardship best practices unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

Job Responsibilities:

1. Management and support for all aspects of BVFCC, including the café, video rental, and cultural programming.
2. Planning and operation of annual budget.
3. Establishment of employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
4. Serving as BVFCC's primary spokesperson to the organization's constituents, the media, and the general public.
5. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance BVFCC's Mission.
6. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the State.

7. Supervise, collaborate, offer support to organization staff and their respective departments.
8. Strategic planning and implementation.
9. Oversee organization Board and committee meetings.
10. Oversee marketing and other communications efforts.
11. Review and approve contracts for services.
12. Build and maintain community/organizational relationships within Hamden and greater Connecticut.
13. Other duties as assigned by the Board of Directors.