

## **Job Description: Director of Administration and Development**

The Director of Administration and Development reports to the Board of Directors of Community Alliance of Lane County and is responsible for the organization's consistent achievement of its mission and financial objectives.

### **The Director of Administration and Development will:**

- Report to the Board of Directors, attend monthly Board meetings, and attend Executive Committee meetings.
- Function as the primary communication link between board & staff.
- Research and write grants.
- Supervise all non program staff and contractors.
- Develop and monitor CALC's budget with input from staff, Finance committee and Board treasurer
- Work with the Board treasurer to monitors the financial situation of the organization, ensure CALC operates within its budget, annually review all CALC contracts and make recommendations to the Board about salary, benefits, and any other financial matters needing board attention.
- Assure that financial tasks and responsibilities are carried out in a timely and accurate manner.
- Chair the development committee, sign off on all development work and review development reports. Provide oversight for other fund raising activities, and support the development work of program staff.
- Oversee the facility and security matters, with specific duties generally carried out by the office manager
- Oversee CALC website and other electronic communications internally & externally
- Oversee internal staff communications and organizing of staff meetings.

### **Desired Skills:**

- A record of commitment to peace and social justice work
- Strong verbal and written communication skills.
- Strong grant writing experience and skills.
- Experience with and deep understanding of cultural competency and multiculturalism
- Able to build collaborative relationships with staff and board.
- Bilingual English/Spanish is a plus

This is a ¾ time position with initial salary at \$1950.

To apply: Send cover letter and resume to CALC at [calcoffice@gmail.com](mailto:calcoffice@gmail.com) with "application" in subject line. Selection of applicants to be interviewed will begin 2-25-10. Interviewees will be asked to submit a writing sample.

February, 2010