

## **CARTER COMMUNITY BUILDING ASSOCIATION (CCBA)**

Founded in 1919, the CCBA is a non-profit organization that has been a vibrant hub for recreation, fitness, and personal growth in the Upper Valley for over a century. We offer a welcoming and inclusive environment where individuals and families of all ages, abilities, and backgrounds can thrive.

### **JOB DESCRIPTION**

The Director of Administration oversees financial and administrative operations for the organization, works collaboratively with the Operations Director and staff members, and reports directly to the Executive Director. The Director of Administration monitors and ensures efficiency in meeting organizational goals, and prepares regular reports to stakeholders, including the Board of Trustees, on progress towards reaching those goals. This position also supports fund development, other key executive office functions, and special projects and initiatives as assigned. This is a full-time, salaried, exempt position.

### **PERFORMANCE RESPONSIBILITIES, STANDARDS, AND SKILLS/ABILITIES:**

General: Oversees the organization's work to implement and adhere to administrative and operational best practices.

#### **1.0 Administrative:** *Serves as CCBA's lead for all administrative functions. (30%)*

- Oversees all office operations, ensuring that organizational policies and procedures are understood and followed by staff.
- Develops and implements strategic plans, ensuring alignment with the organization's mission and goals.
- Implements and maintains internal controls and monitors organizational compliance.
- Manages vendor relationships and contracts.
- Establishes consistent communication with staff and Board members about CCBA's operations.
- Completes administrative tasks assigned by the Executive Director.
- Supports the Executive Director in producing an annual report of the organization's activities.

#### **2.0 Fiscal Management:** *In partnership with staff and vendors, participates in financial planning, budgeting and reporting. (20%)*

- Regularly monitors CCBA's finances as compared to the operating budget, producing reports and analysis as needed.
- Contributes to the refinement of fiscal systems that drive revenue growth, streamline cost management, and deliver transparent financial reporting to governing bodies and external partners.
- Works with the Executive Director to increase operational efficiency and cost mitigation.
- On behalf of the Executive Director, negotiates contracts and agreements related to the provision of assets, programs, and services.
- Works with the finance team to support the completion of an annual independent audit of the organization's finances.

#### **3.0 Fundraising Management:** *Participates in development and grant activity. (15%)*

- Ensures the efficient use of systems for fundraising including donor platforms and donor software.
- Manages a portfolio of grant-makers, ensuring timely submission of grants and reports.
- Assists the Executive Director in managing donor correspondence and stewardship.

**4.0 Personnel Management:** *Assists the Executive Director in managing human resources. (10%)*

- Supports the leadership team in creating a work climate that promotes the well-being of the organization and its employees.
- Works collaboratively with staff and vendors to manage employee benefits and ensure appropriate staffing with functions and qualifications for all positions.
- Works on special human resources projects as needed.
- Assists the Executive Director in recruiting, hiring, orienting, and evaluating personnel in accordance with the Board-approved Employee Handbook.
- Ensures that the organization fully complies with laws, regulations, and best practices that impact the safety of all persons at the organization's facilities.
- Coordinates the regular solicitation of employee feedback about the organization's operations and management.

**5.0 Program Management:** *Assists with goal setting, reporting and systems supporting CCBA's programs. (10%)*

- Develops and maintains record keeping systems that provide for internal management and accountability.
- Ensures CCBA's resources are used efficiently to maximize program impact and outcomes.
- Serves as an ambassador for CCBA in the community.
- Drives strategic collaboration with program staff to define ambitious goals and implement robust systems for tracking progress and ensuring accountability.

**6.0 Board of Trustees:** *Provides staff support to the Board and its Committees. (10%)*

- Attends Board meetings and provides staff support to the Board of Trustees.
- Drafts and presents reports, budgets and presentations related to organizational goals and special projects.
- Assists with orientation of new Board members.

**7.0 IT and Security Management:** *Manages IT and Security systems. (5%)*

- Ensures Information Technology systems are current, and cybersecurity is sufficient.
- Coordinates and integrates efforts among operations, technology, and member services divisions to produce smoother workflow and more cost-effective business processes.
- Manages procurement of sufficient insurance to protect the organization and its staff, guests, and trustees.

**EDUCATION, EXPERIENCE, SKILLS:**

- Bachelor's degree required.
- 6-10 years of business administration/experience.
- Strong project management skills with the ability to manage multiple priorities effectively.
- Excellent strategic planning abilities with a focus on long-term growth.

- Knowledge of financial management principles and analysis.
- Exceptional communication skills, both verbal and written, with the ability to engage stakeholders at all levels.
- A proactive approach to problem-solving with strong analytical skills.
- Ability to function well in a high-paced environment.
- Proficiency with Microsoft Office 365, Google Suite required.

**PHYSICAL REQUIREMENTS:**

- At times, prolonged periods sitting at a desk and working on a computer.
- Ability to traverse between two buildings and up and down multiple floors within each building.

**REPORTS TO:** Executive Director

*The CCBA is an Equal Opportunity Employer. Our policy states that there shall be no discrimination on the basis of age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity, or sexual orientation.*

*We are an inclusive organization and actively promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit alone.*

**DISCLAIMER:** The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.