



JANE  
ADDAMS  
RESOURCE  
CORPORATION

*Jane Addams Resource Corporation (JARC) was founded in 1985 as a not-for-profit community development organization. Its primary goal is the retention and growth of industry and jobs through a broad range of economic development educational and worker training programs. Programs include: manufacturing skills training for incumbent workers and the unemployed, computer and financial literacy training, business assistance, adult literacy, and real estate development. JARC has received local and national attention for its skills training programs and industry involvement.*

#### **OUR JOB NEEDS**

We seek an Executive Director for our organization. Under the direction of the Board of Directors, the Executive Director plans and executes the overall development, management and operation of JARC and protection of the organization's financial assets while ensuring compliance with board directives, the strategic plan, and corporation charter by performing the following duties:

- Supervises the agency's program managers in the development of program and operational objectives and organizational policies, establishes responsibilities and procedures for attaining objectives, and coordinates functions and operations between internal programs.
- Coordinates strategic planning by working with staff, consultants as required, and the Board of Directors in order to create a coherent vision for the agency and secure its future.
- Executes agency's strategic plan and vision.
- Communicates and meets regularly with the Board of Directors, including the Executive, Finance and other committees of the Board of Directors.

#### **DEVELOPMENT RESPONSIBILITIES**

- Develops strategic relationships with external agencies. Represents the agency on key interagency and other important task forces and activities.
- Serves as the agency's representative, or is responsible for delegating and ensuring its representation to major funders, key governmental agencies and officials, and other organizations.

- Creates and develops opportunities for sponsorship, corporate, and individual funding; i.e., campaigns and/or events.

### **MANAGEMENT RESPONSIBILITIES**

- Manages and mentors direct reports who supervise other employees in the operations and program areas.
- Is responsible for overall direction, coordination, and evaluation of all units. Carries out supervisory responsibilities in accordance with the agency's policies and applicable laws.
- Responsibilities include: interviewing, hiring, and staff development; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **OPERATIONAL RESPONSIBILITIES**

- Oversees coordination of program work plans and budgets in accordance with the strategic plan and organization priorities.
- Directs and coordinates formulation of financial programs to provide funding for new or continuing operations to ensure maximum benefit to the agency's students and employer clients.
- Reviews program, operational and financial statements to determine progress and status in attaining objectives and recommends revision of objectives and plans to the Board of Directors in accordance with current conditions.
- Ensures the execution of agency's daily financial activities by the Finance and HR Manager. Oversees preparation of annual budget in conjunction with the Board of Director's Finance Committee. Ensures compliance with approved annual budget, and proposes revisions as necessary.
- Monitors monthly financial statements prepared by the Finance and HR Manager for review by the Board of Director's Finance Committee.
- Serves as primary contact for labor union. Primarily responsible for negotiating Union contract in conjunction with Board of Director's Human Resource Committee.

### **QUALIFICATIONS**

- Knowledge of workforce development, training and economic development issues.
- Effective interpersonal skills. Ability to effectively present information to top management, public groups, and Board of Directors. Ability to work with diverse populations within staff, board, and clientele.

- Leadership abilities, including skills such as: delegation, mentoring, motivation, and communication skills.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Organization, follow-through, and time management skills.
- Ability to respond to inquiries or complaints from customers, regulatory or governmental agencies, or members of the business community.
- Ability to read, analyze and interpret funding proposals, financial reports and legal documents.
- Experience working with government officials and regulatory agencies and advocating for the agency. Experience overseeing compliance with governmental audits.
- Strong computer literacy skills. Expertise with Word and Excel. Knowledge of Quick Books a plus.
- Ability to speak Spanish a plus.

#### **EDUCATION and/or EXPERIENCE**

- Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training in business or non-profit operational management; or equivalent combination of education and experience.

#### **For more information or to apply contact:**

Kathy Jeffery

Next Level Resource

[kathy@nextlevelresource.com](mailto:kathy@nextlevelresource.com)

Phone: (773) 386-7448

Fax: (773) 435-6403

**Please provide salary history or minimum salary requirements.**

**To learn more about JARC, please visit our website at: <http://www.iane-addams.org/>**

**Equal Opportunity Employer**