

# Circles Cobb

## Executive Director Job Description

### ORGANIZATION OVERVIEW

Circles Cobb is a newly formed nonprofit based on the Circles USA proven model of poverty reduction with the main goal to reduce poverty one person and one family at a time.

### POSITION OVERVIEW

The Circles Cobb executive director is the main point of contact for the community and is focused on community engagement and fundraising. The executive director will build community support around the Circles model and oversee the Circles staff, board and volunteers. The executive director must have the ability to work with diverse populations in order to advance the mission of the organization.

The executive director reports directly to the Board of Directors.

### RESPONSIBILITIES

- Write and speak passionately on what is needed to reduce poverty in Cobb County
- Raise funds for Circles Cobb
- Promote a supportive, inclusive, positive culture with the Circles community
- Run the weekly Circles meetings
- Provide direction for the five volunteer Resource Teams and meet with the chairs
- Oversee the Coach, Training Facilitator and Children's Program Coordinator (when hired)
- Assist with interviews, selection and enrollment of Circles Leaders and Allies
- Serve as the liaison to the Board of Directors in all matters affecting Circles Cobb
- Oversee the financial assets and budget of Circles Cobb
- Serve as the liaison to Circles USA and maintain contact for support and best practices
- Ensure confidentiality in all communications – both written and oral
- Assist the Big View Team in coordinating the monthly Big View meetings
- Oversee data collection and input of data into the Circles USA data system
- Complete all other duties as assigned by the Board of Directors to ensure the success of Circles Cobb

This job description is intended to be general and will evolve over time and is subject to periodic updating.

### QUALIFICATIONS

#### Experience and Education

- Preferred Bachelor's Degree or equivalent years of experience
- Preferred nonprofit experience
- Management experience required
- Fundraising experience a plus
- Excellent computer skills

### **Additional Skills Required for Success**

- A strong professional network in the community
- Ability to negotiate and advocate on behalf of the low-income community
- Experience in and knowledge of the nonprofit sector and foundations a plus
- Excellent interpersonal skills, with a high level of confidentiality, discretion and professionalism
- Ability to work both independently and as a member of a team
- Ability to work with a diverse population
- Extreme attention to detail
- Excellent time-management and organizational skills, including ability to plan, organize and prioritize workload
- Excellent problem-solving skills and the tenacity needed to achieve resolution
- Excellent verbal and written communication skills, including use of proper grammar both in speech and in writing
- A flexible schedule to meet the needs of the Circles Cobb community

### **OTHER IMPORTANT INFORMATION**

**Position:** Full-time exempt

**Salary:** \$70,000 - \$80,000

**Benefits:** PTO only; no other benefits at this time

**Location:** TBD – combination of in office and work from home

**Attire:** Business professional

**Hours:** Flexible. Deadlines, initiatives and events periodically require work outside of these hours.

*If you have an interest in this position, please send resume and salary requirements to [hollytuchman@gmail.com](mailto:hollytuchman@gmail.com).*

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