



## EXECUTIVE DIRECTOR

**JOB TITLE:** Executive Director

**POSITION:** Part-Time (25-30 hours per week)

**Organization:** ALL IN Mountain Brook

**REPORTS TO:** ALL IN Mountain Brook Board of Directors

**WEBSITE:** [www.allinmountainbrook.org](http://www.allinmountainbrook.org)

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ALL IN Mountain Brook is a community-based 501(c)3 non-profit organization, established in 2014. Its purpose is to enhance and protect the lives of Mountain Brook youth. ALL IN Mountain Brook strives to build a coalition of the community's youth, schools, worship communities, city government, families, and businesses to combat problems that put the lives and well-being of our youth at risk, including alcohol and substance abuse, mental health, and preventable accidents. In addition, the organization promotes effective parenting and family life, character-building, and healthy lifestyle choices among our youth. ALL IN Mountain Brook is governed by a Board of Directors, composed of approximately 30 members, who represent the Mountain Brook School district, city government, the business community, the worship communities, parents, students, and other interested groups.

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**Position Purpose:** The Executive Director will assist and oversee the functioning and implementation of the organizational structure, development of financial resources, and collaboration of community partnerships and volunteers to achieve organizational goals.

## **POSITION RESPONSIBILITIES AND EXPECTATIONS**

### **Assumes responsibility for the effective functioning of the organization**

- Responsible for the overall leadership and development of ALL IN Mountain Brook.
- Articulate the vision and goals of ALL IN Mountain Brook to various stakeholders
- Responsible for building a cohesive and effective community coalition and promoting a supportive, collegial, diverse, and equitable environment.
- Responsible for strategic planning for the Agency and implementing goals toward measurable outcomes.
- Guides ALL IN Mountain Brook in meeting standards of excellence, accountability, and transparency in the operation of a non-profit agency.
- Maintain communication with the Board of Directors and committees regarding organization activities
- Conduct official correspondence of the organization and with designated officers execute legal documents
- Assist with the implementation of committee plans
- Coordinate the dates for all meetings of board and committees
- Coordinate notifications for all board meetings

### **Assumes responsibility for the development of community relations and communication**

- Serves as ALL IN Mountain Brook's primary representative, advocate and spokesperson.
- Advances the vision of ALL IN Mountain Brook by building and maintaining partnerships with government agencies, law enforcement, social service organizations, the media, and other community organizations and ALL IN Mountain Brook's Board of Directors.
- Cultivate partnerships and communication strategies to reach community groups- students, schools, parents, faith organizations, grandparents, etc.
- Ensure that web site information is updated
- Collaborate with other school foundations/organizations
- Utilize communication programs and social media outlets to advertise community and educational programming
- Develop a plan to continuously provide virtual content to students, parents, and community members.

### **Assumes responsibility for the annual development of educational and community programming**

- Assist and participate in educational programming planning
- Assist with the scheduling of conferences and all programming activities
- Develop avenues to provide educational programming to student, parents, and community members
- Evaluate all programming activities
- Assist with diversifying professional speaking pool on an annual basis
- Collaborate with community partners on joint educational ventures

**Assumes responsibility for the development of financial resources and fiscal health of the organization**

- Responsible for ensuring the fiscal integrity and accountability of ALL IN Mountain Brook, through budget planning and financial management
- Assist with the planning and facilitation of all fundraising activities of the organization
- Help with the development of the annual budget
- Develop and oversee donation and financial support opportunities and programs
- Facilitate an effective fundraising program that builds on community partnerships

**QUALIFICATIONS**

**EDUCATION:** Bachelor's Degree-Preferably in social work, counseling, or Non-Profit Administration

**SKILLS REQUIRED:** Strong writing, communication, and interpersonal skills

Excellent computer skills including word processing, spreadsheets, web site management, and social media

Knowledge of the social services/direct service/non-profit community with a particular focus in services to youth and families

Demonstrated experience in administration, leadership, and supervision

Experience and knowledge working with non-profits/advocacy agencies

Demonstrated experience in fundraising, grant writing, and donor solicitation programs

Experience in establishing collaborative partnership with key city, county, state, government agencies; private and public funding agency program managers, and community organizers

Experience in fundraising, budget planning and fiscal management

Experience in innovation program development

**Contact Information:**

ALL IN Mountain Brook

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