

EXECUTIVE DIRECTOR

For the Delaware League of Local Governments

The Executive Director is the key management leader of the Delaware League of Local Governments (DLLG). The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties may include fundraising, marketing, and community outreach. The position reports directly to the Executive Committee.

GENERAL RESPONSIBILITIES:

1) Committee Governance: Works with the Executive Committee to fulfill the organization mission.

- Responsible for leading the DLLG in a manner that supports and guides the organization's mission as defined by the Executive Committee.
- Responsible for communicating effectively with the Committee and providing, in a timely and accurate manner, all information necessary for the Committee to function properly and to make informed decisions.
- Responsible for keeping minutes of all meetings.
- Responsible for providing key research and support for municipalities
- Responsible for working to provide training for municipalities
- Works closely with City Manager and City Clerk Associations to provide necessary resources
- Works closely with the National League of Cities to provide crucial information to municipalities
- Responsible for the publication of the accurate, official, public directory for the DLLG

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Will function as DLLG Treasurer and therefore:
- Responsible for the fiscal integrity of the DLLG, to include keeping records and regular submission to the Executive Committee of a proposed annual budget and monthly financial statements, which reflect the financial condition of the organization and shall have all accounts audited yearly.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

3) Organization Mission and Strategy: Works with the Executive Committee to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of DLLG's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that DLLG can successfully fulfill its mission into the future.
- Responsible for the enhancement of DLLG's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Professional Qualifications:

- A bachelor's degree or equivalent experience
- Transparent and high integrity leadership
- Municipal government experience a must
- Must possess strong contacts in the Delaware government and education sectors
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate Committee members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and public groups
- Demonstrated ability to oversee and collaborate with the public and private sectors
- Strong public speaking ability

Actual Job Responsibilities:

1. Planning and operation of annual budget.
2. Establishing administrative policies and procedures for all functions and for the day-to-day operation of the DLLG.
3. Serving as DLLG's primary spokesperson to the organization's constituents, the media and the general public.

4. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance DLLG's Mission.
5. Report to and work closely with the Executive Committee to seek their involvement in policy decisions, fundraising and to increase the overall visibility throughout the State.
6. Strategic planning and implementation.
7. Plan, organize and attend Executive Committee meetings.
8. Oversee marketing and other communications efforts.
9. Review and approve contracts for services.
10. Other duties as assigned by the Executive Committee.

Salary: Up to \$60,000/year package, based on individual preference, qualifications and experience. Job hours are based on needs to fulfill job requirements. Nights/weekends and travel are possible.

Application: Hard copy application accepted only (dropped off or mailed in). Application and full job description may be picked up at Middletown Town Hall, 19 W. Green St., Middletown, DE 19709, or printed online at www.dllg.delaware.gov . **Must be returned by March 31** to Kenneth Branner, DLLG President, 19 W. Green St., Middletown, DE 19709.