

ROTARY CLUB OF YORK EXECUTIVE DIRECTOR

Revised 12/10/2020

Position Title: Executive Director of the Rotary Club of York, PA

Reports to: President, Board of Directors, Rotary Club of York
President, Board of Directors, York Rotary Charitable Endowment Fund
And the Boards of Directors at Large

How to Apply:

Interested Applicants should direct all inquiries and submit their cover letter and resume via email to the attention of Ben Allatt at ben@alternative-hr.com.

OUR CORE VALUES: We live Service Above Self.

The Rotary 4-Way Test: Is it the Truth? Is it Fair to All Concerned? Is it Beneficial to All? Will It Build Good Will and Better Friendships?

OUR VISION: Working in unity we have accomplished sustainable change in ourselves, our community, and the world.

OUR MISSION: We act to lift up our community through positive and lasting change.

About the Rotary Club of York

The dream of a Rotary Club of York came to York businessman Morgan Gipe at a Harrisburg Rotary luncheon in November 1915. The courteous and friendly treatment given him by the members of the Harrisburg club impressed him with the conviction that such fine fellowship and enthusiasm would prove helpful to the professional and business leaders of a community. Morgan commended the club on its splendid spirit and voiced a desire for a similar club in York. An organizational meeting was held in York on March 31, 1916 and the charter meeting, with 27 members present, was held on April 17. Since then, Rotary Club of York is the oldest, continuous service organization in York County, and one of the 25 largest Rotary clubs in the world. Through its 105 years, Rotary Club of York has developed a proud tradition of living up to the Rotary motto: "Service Above Self."

Far and away, Rotary Club of York's major emphasis over the years has been children. An Educational Loan Fund was established in 1921 with individual Rotarians making themselves responsible for the bank loans. Over the years, more than half a million dollars in loans have been made available for students. In 1924, Rotary Club of York created a clinic for crippled children. That original clinic grew into the Growth and Development Clinic for Children at York Hospital.

One of the Club's most visible programs has been International Youth Exchange. Both full year and short term (summer) programs are available. The York Rotary Club's Exchange Program has been one of the most active in the Rotary District. The Club presents Youth Leadership awards to Students of the Month selected by each of the high schools in the Club's service area and sponsors those awardees to attend the District 7390 Rotary Youth Leadership Conference. In addition, the Club supports a successful Junior Reserve Officers Training Corps (JROTC) program at York City's William Penn Senior High School.

The Club is actively involved in the welfare of its fellow citizens. While one committee promotes adult literacy in York, another is concerned about making residents aware of the need to respect our ecology and plants trees in the City. The York Rotary Charitable Endowment Fund (CEF) endows more than \$2.5 million and provides annual grants for programs that directly and positively impact the lives of children in York. The CEF raises hundreds of thousands of dollars for strategic community building projects like the creation of York City Little League and the restoration of Rotary Fields at Allen Park and Odeon Park.

Primary Purpose

The Executive Director is responsible for providing support and leadership for the Club's overall operational activities as well as executing the strategic direction of the Club through the efforts of the Boards, working in a collaborative effort with the Boards to execute the mission and the vision of the Club. Responsibilities will include management and reporting of the Club's finances, maintenance of all records, all required reporting, overseeing all correspondence to members and marketing of the Club, Club committee oversight, and membership development activities.

Reporting Relationship & Span of Control

The Executive Director is accountable to the RCY and CEF Boards of Directors and the Presidents of both organizations. The Executive Director is also responsible for overseeing the work of the Executive Assistant.

Job Duties and Responsibilities:

- Ultimately responsible for all operational functions as required by Rotary International, the RCY Board of Directors and President, and the CEF Board of Directors and President.
- Maintains all required records in conjunction with The Rotary Foundation program and the York Rotary Charitable Endowment Fund.
- Under strategic direction and in partnership with the Board, executes key activities in support of the organization's efforts in overall operations, finance and fundraising, marketing and communications, committee oversight, membership development, and any efforts deemed critical and necessary for action by the Boards.
- Works in tandem with the Boards and Executive Committees providing regular communication and handling the preparation of Board Agendas, requested reports and the minutes for distribution.

- Coordinate all arrangements for weekly meetings and committees including handling any special guests, speakers and resolving any potential issues that may arise from time to time.
- Supervise, coach, and mentor Executive Assistant.
- Build positive relationship with District 7390 colleague.
- Establish relationships with Executive Director colleagues of other large clubs to expand knowledge, learn best practices and create networks for shared learning.
- Attend and participate in annual Large Club Conference (this would require travel annually).
- Advance full utilization of our Club's membership management system to manage membership growth and retention, improve public relations, boost communications and automate administrative functions to advance our goals and make a positive impact.

Membership Growth, Retention & Engagement:

- In partnership with the Membership Committee, lead membership development and retention for effective net growth of the Club.
- Utilizes all Club assets to create a vibrant, engaged and diverse membership:
 - Annually identify and recruit companies which should be represented in the Club.
 - Recognize the diversity of the Business community and ensure that the Club strives to increase its diversity.
 - Increase active member participation on Club committees and at District activities.
 - In partnership with the Membership Committee, provide effective orientation and mentoring for new members to increase engagement in the Club overall.
 - Develop pipelines of new contacts through other York business organizations.
- Record and maintain all membership records, including new members, terminations and all changes to the membership of the Club.

Stewardship of Club Finances:

- Supports the Board in making sound fiscal decisions.
- Works with RCY Financial Vice President, CEF Secretary-Treasurer, Executive Committees, third-party providers and committees to establish annual operational and charitable budgets.
- Monitors, understands and clearly reports the status of the Club's operational and charitable finances to the Boards.
- Maintaining all club financials in a timely and accurate fashion, performing all necessary reconciliations of key accounts as designated by importance by the RCY Financial Vice President and CEF Secretary-Treasurer.
- Preparing all required financial statements subject to audit or review as necessary.
- Work with committees to increase funding to support Club expenses:
 - Maintain reserve of at least 33% of operating budget.
 - Continue annual fundraising event to support the Charitable Endowment Fund.
 - Grow existing CEF investment funds, grow new funds, and grant in accordance with donor intentions and CEF approved spending policies.

- Maximize annual District Grant opportunities.
- Establish a sustainable financial operations model by benchmarking best practices from other large Rotary clubs.

Relationship with Committees:

- Collaborate with committee chairs to provide support including Club records, distribution of documents, etc.
- Utilize committees effectively to support the vision of the Club:
 - Review committees with Presidents for areas of collaboration or consolidation and review committee charters aligning them with Club vision and community needs.
 - Implement programs and committee work to strengthen ties between the Club and Schools within the City of York.
 - Regularly feature committee work to inform members and encourage them to participate.
 - Develop leadership succession plans for committees and work with Executive Committees to develop prospective leadership lists.

Marketing and Communications:

- Promote the Club internally and externally utilizing electronic communications tools and the Club's Communications Committee
- Increase member and community awareness and understanding of the Club's mission:
 - Utilize Club meetings and social media to celebrate committee accomplishments in meeting our mission.
 - Coordinate with RCY President to identify members to feature on a quarterly basis to share personal experiences furthering our mission.
 - Collaborate with Communications Committee on distribution of annual report.
 - Collaborate with Communications Committee on implementing annual Communications & Marketing Plan and review of quantifiable data.
 - Collaborate with Communications Committee to connect Club programs and activities with Rotary International and District 7390.

Qualifications and Requirements:

- Bachelor's Degree in applicable field or equivalency of experience in a leadership role within a nonprofit organization.
- Minimum of 3 years of experience dedicated to nonprofit service.
- Prior experience managing the financial records with a key understanding of finances in the nonprofit sector.
- Technical skills commensurate with management and oversight including MS Office Suite, QuickBooks, database management, and social media.
- Proven track record in utilizing technology to gain efficiencies and ensure accuracy of data.

- Passion for Rotary Club of York, its mission, and for serving the community.
- Goal oriented, self-starter with an entrepreneurial approach to leading the Club.
- Servant-based leader, cognizant and empathetic to the volunteer status of members with an innate ability to be respectful of all members as equal stakeholders in the organization.
- Self-awareness as a foundation for personal and professional growth and effective relationships with others.
- Leadership development capabilities of staff and member volunteers.
- Ability to engage, collaborate and influence others.
- Highly professional.
- Effective Communicator and Collaborator (interpersonal, business, written, oral and public speaking).
- Solid time-management skills.
- Critical thinking, creative problem solving.
- Ability to apply long-range, strategic vision for the organization as dictated by the Boards with ability to put into place practical tactics for achieving said vision.
- Other duties as necessary.