



FINNISH AMERICAN HOME ASSOCIATION

197 W Verano Avenue, Sonoma, CA 95476 Tel.: 707-935-0200 Fax: 707-938-0843

Job Title:	Executive Director		
Job Category:	Administration and Operations	Position Type:	Full-time exempt
Location:	Sonoma, CA	Travel Required:	Minimal

Job Description

Job Purpose:

The Executive Director serves to manage and direct the business operations of the Finnish American Home Association under the guidance of the Board of Directors. The nature of the position and the organization require a flexible working schedule to accommodate events and meetings.

Duties:

- Administration & Management
 - *Coordinates with Board on hiring and other HR matters. Maintains current job descriptions for all employees and advises the board of major human resources issues in monthly report. All human resources decisions and documentation are to be handled in accordance with federal and state laws.*
 - *Maintains master calendar of FAHA events and rentals for all facilities and oversees staff support of events as necessary. Works with the Board in setting the annual calendar of events.*
 - *Contracts with outside vendors for services to FAHA and brings recommendations to the Board for new services needed. Works to maintain the budget by getting competitive contracts and overseeing compliance to these contracts.*
 - *Maintains all records and keeps a procedure manual for each position at FAHA. Insures that FAHA's records are archived and stored appropriately. Makes recommendations to the Board regarding secure storage and electronic back-up needs*
 - *Attends Board meetings and provides a monthly report to the directors on operations and financial concerns not included in the Treasurer's report. Works with the Board in creating the annual business plan.*
 - *Manages FAHA's rental properties, including tenancy issues and maintenance.*
- Public Relations and Member services
 - *Serves as FAHA's liaison with local entities and groups, and as a point of contact for all members and visitors, including answering the phone, responding to all correspondence, and providing alternative contact information when not on duty. All interactions should be handled in a helpful and friendly manner. Issues that involve auxiliary groups or committees are handled jointly.*
 - *Responsible for issuing the FAHA News quarterly, working with the Board and committees on articles and reports for inclusion. Additional flyer and postcard mailings may be required as the event calendar demands.*
 - *Prepares welcome letters and membership cards for new and renewing members. Maintains member database, and utilizes it to organize volunteer efforts, including finding members with an interest in various committees and events.*
- Finance
 - *Maintains daily and weekly bookkeeping records and coordinates with contracted bookkeeping service and accountant.*
 - *Coordinates with the Treasurer of the Board of Directors to complete monthly reports and an annual budget draft, and with committees to complete event reports.*



- *Responsible for payroll production and records. This task is to be completed in accordance with federal and state law regarding pay and taxation.*
- *Collects fees, dues, donations, and rents as applicable per FAHA policy, either in person, by mail, or via a secure drop. Provides receipts to payers, in person or by return mail, and records all incoming monies appropriately. Makes timely deposits of all collected checks and cash.*
- **Marketing and Fundraising**
 - *Works with the board to create updated marketing materials and coordinates these with electronic effort, including oversight of the FAHA web site and email campaigns.*
 - *Coordinates efforts with the fundraising committee and event committees to seek new opportunities for fundraising, bequests, and donors. May be asked to write grant proposals for FAHA needs.*
- **Facilities/Maintenance**
 - *Coordinates with Facilities Manager to maintain records on all projects and maintenance, including budgets and actual costs.*
 - *Maintains full FAHA inventory, and keeps the Board updated on major needs.*
 - *Responsible for general site security and safety, including being point of contact on the alarm contract. Responsibilities in this area include assessment of the facilities' needs in the areas of fencing, lighting, and locks, and coordination with Building and Grounds committee and Facilities Manager on such projects. Liaises with law enforcement regarding crimes which occur on site, or locally. Works with FAHA Manor Operations Manager to address large scale issues which concern both facilities.*

Skills/Qualifications:

- Strong interpersonal communication skills, and the ability to maintain a professional and helpful demeanor in all circumstances.
- Ability to comprehend, and work within FAHA's by-laws.
- English language skills required, Finnish language and cultural knowledge preferred.
- Basic knowledge of bookkeeping practices.
- Working knowledge of QuickBooks, Microsoft Office Suite, email programs, basic web skills.
- Knowledge of design and layout experience in regards to creating a newsletter required. Experience or knowledge sufficient to design marketing materials preferred.
- Grant-writing skills desired.
- Physical requirements of the position include the ability with or without reasonable accommodations to see, hear, stand, climb stairs, respond quickly to an emergency, and lift and carry up to 30 pounds.

Education:

- Bachelor's Degree or commensurate experience. Non-profit experience preferred.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	