

- d. Represent the organization in all media relations through interviews, press releases, etc.,
 - e. Ensure a strong organizational social media presence (i.e. Face book, Instagram, etc.) through regular (at least weekly) postings about the organization, success of the organization, and sharing of organizational information,
 - f. Maintenance and regular updating of the organizational website,
 - g. Development and maintenance of relationships with community partners and donors,
 - h. Design and develop organizational brochures/educational materials, maintaining a regular supply,
4. Fund Development
- a. In collaboration with the Rainbow Connection Board of Directors, will develop annual revenue goals for the organization,
 - b. Reviews and approves all invoices prior to submission to treasurer/accountant for check writing,
 - c. Assists treasurer in preparing deposits for incoming revenue,
 - d. Solicit sponsorships, donations, matching gifts, and donations from current and potential donors,
 - e. Organizes and manages all activities/events associated with fundraising,
 - f. Identifies and creates new opportunities and/or resources for fund development,
 - g. Cultivates relationships with current donor base while seeking to expand the number of individual and group donations,
 - h. When applicable, identifying and actively pursuing other grant funding,
5. Always demonstrates professionalism to promote the organization.
- a. Personal appearance, and attitude reflect professionalism and appropriate representation of the Rainbow Connection,
 - b. Is readily willing to assist and support others in doing tasks and facilitating teamwork,
 - c. Reports to work as scheduled, on time, and is flexible in scheduling in order to meet the needs of the organization,
 - d. Projects a welcoming, respectful, and helpful image to the community, business associates, and co-workers, and
 - e. Interacts with the community and other staff in a respectful, culturally sensitive, cooperative manner.
6. Participates in a variety of support functions.
- a. Attends and participates in mandatory meetings, trainings, and supervisions as required.
 - b. Provides or participates in community educational activities as requested and as assigned.
 - c. Provides orientation and training when indicated.
 - d. Serves on community-wide committees as necessary.
 - e. Performs other duties as assigned by the Board of Directors.

PHYSICAL DEMANDS AND ESSENTIAL ABILITIES

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the described essential functions of this position.

1. Must be able to sustain a seated posture for long periods of time and on an intermittent basis.
2. Must be able to move throughout the office and the community.
3. Must be able to communicate effectively in person, by telephone, and by email or through other written means.
4. Must be able to perform simple grasping and fine manipulations and have the ability to write legibly and utilize a computer and keyboard.
5. Must be able to see including distance and close vision.
6. Must be able to utilize hand-written or printed materials, and utilize a computer monitor.

7. **Must be able to talk and hear face-to-face, by telephone, and through email or other electronic means.**
8. **Must possess relationship building skills and strong interpersonal skills.**

WORK ENVIRONMENT

The work environment described here is representative of those an employee will encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **The position is subject to generally accepted office conditions.**
2. **The noise level in the work environment is usually quiet to moderate noise level at times.**
3. **This position involves walking throughout the office and up/downstairs without assistance.**
4. **This position is exposed to equipment such as copier, fax machine, telephone, and other general office equipment.**
5. **This position involves time in the community, away from the office, and interacting with various stakeholders and members of the community.**

EDUCATION, SKILLS, AND EXPERIENCE REQUIREMENTS

1. **A Bachelor's degree in a healthcare related field is preferred; however, other relevant educational backgrounds such as Marketing, Public Relations, Communications or related field will be considered. Other degrees or certificates shall be considered in addition to related experience in a similar or equal position.**
2. **It is preferred that an individual have at least 3 years of experience in a non-profit leadership position.**
3. **Demonstrated track record of impacting positive organizational growth, fund development and developing community partnerships.**
4. **Must possess other such skills as, ability to think strategically and engage in strategic planning, demonstrate sound decision making, problem solving skills, being organized and having the ability to multi-task, knowing when and how to delegate tasks.**
5. **Must be proficient in Microsoft Office and/or other publishing programs.**
6. **Must be knowledgeable and proficient in social media.**
7. **Ability to work as part of a team and with a Board of Directors.**
8. **Must pass criminal background check.**
9. **Must pass pre-employment drug screen.**
10. **Ability to work independently and in a team setting.**

HOURS AND JOB SITE

This is a Regular Full-Time, 40 hours per week, position located in the office of the Rainbow Connection. This position is generally scheduled Monday through Friday, but the employee must be flexible in their scheduling of hours to meet the needs of the organization and the community. Some evening and weekend hours are periodically required. The employee shall be required to travel to other locations in Tuscarawas County to perform duties.

ACKNOWLEDGMENT

My signature below indicates that I have read the job description of Rainbow Connection Executive Director and I understand the responsibilities required of this position. I am able to perform the essential functions as stated. I understand that my employment with the Rainbow Connection is "at will" which means that employment can be terminated with or without cause, and with or without notice, at any time, at the option of either the Rainbow Connection Board of Directors or myself, except as otherwise provided by law. I also understand that while every effort has been made for this job description to be all-inclusive that additional responsibilities may be assigned as the need arises. This job description will be reviewed and/or revised at least annually and upon revision a new copy will be provided to me. I understand that future performance evaluations will be based on my performance and my ability to perform the functions and responsibilities outlined in this job description to the satisfaction of the Rainbow

Connection Board of Directors and that failure to meet the responsibilities specified in the Job Description may be grounds for termination.

I understand that it is my responsibility to seek clarification from the Rainbow Connection Board of Directors if necessary. I understand that other duties may be assigned from time to time based on the needs of the Rainbow Connection and the Rainbow Connection Board of Directors. I have received a copy of this job description and understand the requirements of this position. This job description has been reviewed by me with a representative of the Rainbow Connection Board of Directors.

Employee Name (Please Print)

Rainbow Connection Board President (Please Print)

Employee's Signature

Rainbow Connection Board President's Signature

Date Received

Date Reviewed with Employee