



JOB TITLE: Executive Director
African American Family
Cultural Center

DEPARTMENT: Administration

REVISION DATE: June 2021

HOURS: Full Time

FLSA STATUS: Exempt

EMPLOYMENT: At-Will

REPORTS TO: Board of Directors (BOD)

SUPERVISES: AAFCC Staff

WORKS WITH: AAFCC staff, Southside Community, BOD,
Butte County Behavioral Health Department,
foundations, key leaders of professional organizations and agencies
throughout Butte County

POSITION DESCRIPTION:

BASIC PURPOSE:

The mission of the African American Family Cultural Center (AAFCC) is to “empower and embrace African American families and community by reclaiming, restoring and revitalizing our cultural heritage, values and identity. The AAFCC is a place where people convene, connect and celebrate the essence of our community in order to bring about healing to create prosperous vibrant lives.”

This individual must have a passion and vision for reclaiming, restoring, and revitalizing African American families in the Southside community. He or she will be able to demonstrate personal involvement in fulfilling some aspect of the AAFCC Mission Statement within his/her life.

Experience in nonprofit management and community building is strongly desired. Under the guidance of the Executive Director and the Director of Resource & Community Development, the AAFCC Director provides leadership, supervision, and management for the African American Family Cultural Center. This includes the ability to effectively collaborate and work closely with AAFCC, AAFCC Community Advisory Team members, Butte County Behavioral Health staff, and other collaborative and funding partners.

WORKING RELATIONSHIPS:

Internal Relationships: AAFCC Staff, AAFCC Staff, AAFCC Board of Directors.
External Relationships: Southside Community, Butte County Behavioral Health Department, foundations, key leaders of professional organizations and agencies throughout Butte County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directly supervise AAFCC staff; determine productivity requirements and position standards for performance, clearly articulate performance standards and expectations with staff, develop individual learning goals and objectives for staff based on skills

assessment, prioritize and assign tasks; conduct performance evaluations; identify training needs and provide and evaluate training effectiveness for staff.

- Work closely and collaboratively with the AAFCC Board of Directors to maintain the 501 {c}3 status of the corporation.
- Responsible for managing all financial aspects of the corporation including but not limited to Budgeting for programs, A/P, A/R, required reporting, Tax filing and general oversight of all fiscal aspects of the corporation.
- Advocate for positive change in the South Side community aligned with the mission of AAFCC.
- Develop and implement creative and effective new ways of presenting programs directly affecting and engage the African American community.
- Provide oversight and guidance for development of AAFCC marketing materials, working with AAFCC, community stakeholders and volunteers to identify, develop, and publish appropriate materials.
- Collect, compile and analyze data and information; develop recommendations, prepare and present reports to agency leadership team, Strategies statewide team, and funders.
- Identify alternative funding sources and coordinate grant and loan applications; secure funding, monitor, and reconcile funds, and track results and expenditures for compliance with Agency policies and goals.
- Analyze trends and issues; interpret concerns, define desired results and opportunities for the AAFCC.
- Confer with program staff, agency staff, other non profits, public agencies, and other professionals to define and develop strategies to achieve program objectives.
- Monitor and review trends in program resource and development; recommend operational and policy improvements; facilitate meetings, workshops and other events.
- Clarify and reconcile program issues; coordinate information and assure effective communications between AAFCC and other entities.
- Research, develop, recommend and monitor procedural guidelines for implementing changes in policies, procedures, rules, and regulations.
- Interpret and explain federal and state rules and regulations as required; provide advice and assistance on compliance with laws, rules and regulations..
- Maintain professionalism, confidentiality and regular attendance in line with AAFCC policies & standards.
- Regular attendance.
- Other duties as assigned.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

To perform this assignment successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

BA/BS in Social Work, Psychology or Related Field preferred.

Strong work ethic with three to five years experience and/or integrated life skills in the areas of supervision and program management.

SKILLS:**MINIMUM QUALIFICATIONS:****Required Knowledge and Skills:**

- Strong/mature identity with Afro-centric background with knowledge or understanding of African history, culture, family values, and interests.
- Ability to motivate others, be an innovator of new ideas, provide positive leadership and professional written and verbal communication skills, work cooperatively as a team member and be flexible.
- Knowledge of principles, practices, and trends in public administration, leadership, grant and financial management.
- Skill in reading, understanding, and applying relevant county, state and Federal statutes, rules, ordinances, codes, regulations, and analyzing complex administrative and operational data, evaluating alternatives and making logical recommendations based on the findings; preparing special reports and effectively presenting information to public and professional audiences and effectiveness in meeting deadlines.
- Residence in South Side Oroville or strong ties to the South Side community preferred.

LANGUAGE ABILITY:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This may include the ability to set up for special events by moving boxes, chairs and tables. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following lists physical demands an employee will perform on a regular basis:

Sitting

Walking (ground may be uneven at times)

- Driving (to & from clients homes)
- Handwriting
- Reading
- On the phone
- Talking and/or hearing
- Reaching with hands and arms
- Keyboarding/Typing
- Viewing a computer monitor

The following lists physical demands an employee may perform on an occasional basis:

- Standing
- Stooping, kneeling and crouching
- Computer, Excel, Word or Google docs
- Lifting (average weight 10 lbs.- 20lbs.)
- Carrying (5 to 100 ft.)

No exposure to dust, gas, fumes or chemicals. Working around people there may be a possibility of blood borne pathogens.

Duties are performed inside with climate control such as office, while driving in your car and at client residences. Exposure to outside weather when going to and from car to client residences and office or attending an occasional outside activity for a client.

This position regularly requires being able to work at close vision (clear vision at 20 inches or less) and to adjust focus (ability to adjust the eye to bring an object into sharp focus); distance vision (clear at more than 20 feet).

The typical noise level in the work environment of this position is of moderate notice. On occasion, you may be subject to a loud noise level.

TRANSPORTATION:

Using your personal vehicle is necessary for AAFCC business. You will be responsible for keeping a mileage record and submitting it for reimbursement. Proof of current liability insurance on your personal vehicle must be provided at time of employment and when it expires. Personal vehicle insurance is primary coverage in case you are in an accident in your vehicle while on business for AAFCC. Since you may be transporting children in your vehicle, it must be well maintained. You will need a valid California Driver's License. If the State DMV requires you to drive with corrective vision, you will be expected to comply. (See Employee Handbook)

WORK ENVIRONMENT – SOCIAL

Employee shall work in a non-hostile work environment. That is, the employee is expected not to engage in any activity that unreasonably interferes with performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.

As an essential function of this position, the employee must be able to handle levels of stress satisfactorily and be congenial with other employees, clients and vendors at all times.

PRE-EMPLOYMENT REQUIREMENT

Any offer of employment is contingent upon taking and passing a health screening/TB test. The examination assesses a candidate’s ability to meet the physical demands of the position with or without accommodation in accordance with applicable statutes for applicants with disabilities. Applicants are encouraged to disclose and discuss their arrest history, if any, in regards to any offense that resulted in a lawful conviction. Reasonable consideration will be given where applicants can demonstrate a consistent period of rehabilitation of not less than seven (7) years. The AAFCC Director will be required to undergo a fingerprint / live scan criminal history screening which will also be considered during the hiring process.

In addition, any offer of employment is contingent upon CPR & First Aid certification and having a DMV record that passes the criteria from the Agency’s insurance carrier, providing any necessary State License, Credential or Degree and receiving good valid reports on reference checks.

Applicants, who refuse to submit to testing or who do not pass all tests or provide required documents, will not be hired or retained in employment.

By signing this form regarding the job description outlined above, I am stating that I am able to perform the duties as outlined including the physical demands and required hours.

Employee Name (Print)

Employee Signature

Date: