



**Job Title:** Managing Director

**Division:** Executive Business Services

**Location:** Main Office

**Reports To:** Executive Director External Affairs

**Job Status:** Full-Time

**Pay Status:** Exempt

**Job Grade:** 622

*Date Created /  
Revised* 9/30/2016

## Position Summary

The Managing Director will be responsible for overseeing the funding, programming and operations of the Headwaters at the Comal. Individual will hold major responsibility for the development and management of capital campaigns to support the operations of the facility, as well as the creation of ongoing programming, fundraising events and other initiatives. This position requires building strong relationships within NBU while connecting externally with resources at the local, state, and national levels, as well as other granting agencies.

## Essential Duties and Responsibilities

### FUNDRAISING:

- Plan and launch fundraising events to support capital campaigns and programs.
  - Provide regular reviews of program funding opportunities and activities to Executive Management and the Board
- Seek & identify appropriate external funding opportunities from governmental, corporate, foundation funding and individual giving.
  - Certify compliance with federal and state regulations regarding management of grant activities
  - Responsible for all pre-award activity, including review and negotiation of award documents, subcontract arrangements, compliance with funder or agency requirements, and receipt and acceptance of award.
  - Develop policies and procedures relevant to internal grants administration.
- Coordinate with NBACF to manage large donations and disburse money according to established accounting policies and procedures.
  - Ensure financial reports and supporting documentation for funders are prepared as outlined in funding agreements.

### PROGRAM DEVELOPMENT:

- Plan the delivery of the overall program and events with the mission, goals & strategic direction of NBU
  - Create and supervise programs that operate within the established policies & procedures
  - Develop short and long range goals for programs providing both educational and recreational

- opportunities for visitors to the center.
  - Develop forms and records to document program activities.
- Communicate with clients and other stakeholders to gain community support for the program and to solicit input to improve the program.
  - Liaise with other NBU management to ensure effective and efficient program delivery.
  - Attend community events to represent program.
- Ensure that program activities comply with all relevant legislation & professional standards
  - Oversee the collection & maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of NBU
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks.

#### FACILITY MANAGEMENT

- Oversee staff and contractors for operations and maintenance of facilities
- Coordinate and manage event schedule and bookings
- Administer rate and fee schedules for facilities, events and functions.

#### ADMINISTRATIVE RESPONSIBILITIES

- Devise budgets and ensure the budget is adhered to throughout fiscal year.
- Prepare for staff Advisory Committee meetings. Prepare calendars, agenda, minutes and reports for Advisory Board and Board of Trustees.
- Reach out to community for volunteers and support.
- Develop partnerships with schools, river authorities and local groups
- Recruit, interview and select well-qualified program staff
  - Conduct performance management process for staff
  - Employ outcome measures to evaluate goal attainment
  - Engage volunteers for appropriate program activities using established volunteer management practices

#### GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines or negatively affect direct reports' ability to do their jobs when applicable
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplify NBU Core Values of Integrity, Customer Focus, Respect for Others and Safety
- Participate in and support initiative to reach annual NBU Performance Measures

## Formal Education and Work Experience Requirements

### Degree/Diploma Obtained

Bachelors

### Field of Study

Business

### Work Experience Time Frame

Three years or more

### Other

- Equivalent experience, skills and abilities may be considered in lieu of Bachelors degree

## Certification and Licensures Requirements

## Other Minimum Qualifications

- The initiative, organizational ability, and creative capacity to set and achieve a vision for this growing center
- Successful experience working collaboratively with others to achieve goals or objectives
- Program planning experience
- Successful track record in non-profit fundraising or capital campaign management in \$5M-\$15M range
- Evidence of working with grant types and funders including governmental, corporate and foundation
- Excellent oral and written communication skills; comprehensive knowledge of grant administration policies
- Effective negotiation, analytical, and interpersonal skills, with the ability to interact in a positive, professional and courteous manner with a range of individuals
- Sound judgment, discretion and ability to work independently