



TREE OF SHARING
sharing the spirit of the Holidays



Job Description
executive director

ORGANIZATION

Sharing the "spirit of the Holidays" with those that need it the most...

Since 1986, The Tree of Sharing has helped make the Holidays a bit brighter for members of our community by providing gifts to those "often forgotten" through the generosity of community individuals, families, and corporate partners. The Tree of Sharing is proudly staffed exclusively by volunteers- a group passionately dedicated to our mission.

POSITION

Reporting to the board of directors, the Executive Director the (ED) will have overall strategic and operational responsibility for Tree of Sharing coordinators, programs, expansion and execution of its mission. S/he will initially develop knowledge of programs, operations and business plans.

RESPONSIBILITIES

- Ensure program excellence, program evaluation, and consistent quality of communications, systems, finance, and administration; recommend and institute as needed resources to achieve strategic goals and mission fulfillment.
- Actively engage and energize volunteers, board members, committees, participating organizations and donors.
- Recruit and maintain Tree of Sharing coordinators and program managers to ensure operational excellence and achievement of organization mission and goals.
- Recruit partner agencies, corporate, and individual sponsors; maintaining communications throughout annual campaign.
- Ensure fundraising activities support, maintain, and grow the organization consistent with overall mission, goals and direction.
- Utilize, deepen and refine all aspects of communications including web presence, local media and social media.

QUALIFICATIONS

The ED will be thoroughly committed to the Tree of Sharing's mission. Candidates will have proven leadership and relationship management experience.

- Excellence in managing quality programs, ability to develop high performance teams, achieve strategic objectives and manage a budget.
- Marketing, public relations and fundraising experience with the ability to engage a wide range of stakeholders and community cultures.
- Strong written and verbal communication skills, demonstrated excellent interpersonal skills.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven and self-directed!



TREE OF SHARING
sharing the spirit of the Holidays

Submit your resume to:
tos_recruitment@treeofsharing.org