



NAPA VALLEY VINE TRAIL COALITION

JOB DESCRIPTION EXECUTIVE DIRECTOR

The Executive Director is the chief executive officer of the Napa Valley Vine Trail Coalition (NVVTC) and shall, subject to the control of the president and the board of directors, supervise and control the day-to-day affairs of the corporation and the activities of the corporation's staff and shall have responsibility for the corporation's programs and the execution of its mission.

ESSENTIAL FUNCTIONS include but not limited to:

- 1) **Board Governance**: Works with board in order to fulfill the organization mission.
 - Responsible for leading the NVVTC in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

- 2) **Financial Performance and Viability**: Develops resources sufficient to ensure the financial health of the organization.
 - Responsible for the fiscal integrity of NVVTC to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Responsible for fundraising and developing other resources necessary to support NVVTC's mission.

- 3) **Organization Mission and Strategy**: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
 - Responsible for implementation of NVVTC's programs that carry out the organization's mission.
 - Responsible for strategic planning to ensure that the NVVTC can successfully fulfill its Mission into the future.
 - Responsible for the enhancement of NVVTC's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.



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- 4) Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
- Responsible for effective administration of NVVTC's operations.
 - Responsible for the hiring and retention of competent, qualified staff.
 - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

PROFESSIONAL QUALIFICATIONS

- A bachelor's degree and 5 or more years of non-profit management experience
- Transparent and high integrity leadership
- Solid, hands-on, budget management skills including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of NVVTC's strategic future to staff, board, volunteers, and donors
- Hands-on fundraising experience and donor relations management unique to the nonprofit sector
- Experience with communicating and working with county and regional public officials and their staffs
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and motivate diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff to accomplish the organization's priority objectives
- Strong public speaking ability

EXAMPLE JOB DUTIES

1. Planning and operation of annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as NVVTC's primary spokesperson to the organization's constituents, the media and the general public.
4. Establishing and maintain relationships with various organizations throughout the state and utilizing those relationships to strategically enhance NVVTC's Mission.
5. Reporting to and working closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the NVVTC.
6. Supervising the organization staff.
7. Strategic planning and implementation of our 3-year plan.
8. Overseeing organization Board and committee meetings.
9. Overseeing marketing and our social media communications efforts.
10. Reviewing and approving contracts for services.
11. Providing personally or through consultants trail planning, trail design, right of way acquisition and grant funding submissions.



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12. Attending meetings of affiliated organizations and boards.
 13. Other duties as assigned by the Board of Directors.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This job spends considerable periods of time in front of a computer terminal. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. The job also includes occasionally working at public events. This involves standing for long periods, and ability to lift tables, exhibit tent, table displays and merchandise (up to 40lbs). Must be able to ride a bicycle as some of the work involves riding paved bike paths. A valid California driver license and proof of insurance are required. Compliance with Company's mandatory Covid-19 vaccination policy is required.

TO APPLY

Please email your resume and cover letter to admin@vinetrail.org.