

## **Job Title: Executive Director – Keep The Shoals Beautiful**

**Position Overview:** Keep the Shoals Beautiful (KTSB), a Keep America Beautiful affiliate and a program of the Shoals Chamber of Commerce Foundation, is seeking a part-time Executive Director to drive the strategic direction of Keep The Shoals Beautiful while focusing on fundraising initiatives and organizational growth. The successful candidate will play a pivotal role in enhancing our community impact, fostering partnerships, and ensuring the financial sustainability of the organization.

The Executive Director of Keep the Shoals Beautiful will be under contract or employed by the Shoals Chamber of Commerce but accountable to the Keep the Shoals Beautiful Board of Directors for an average of 10 hours per week compensated at \$20/hr. The Shoals Chamber of Commerce is an equal opportunity employer.

**About Us:** Keep The Shoals Beautiful is a nonprofit organization dedicated to promoting environmental sustainability and community beautification in the Shoals area of north Alabama. As an affiliate of the national organization Keep America Beautiful, we strive to inspire and educate our community to take action towards creating a cleaner, greener, and more beautiful community. We are currently seeking a dynamic and experienced Executive Director to lead our efforts in fundraising and organizational development.

### **Essential Job Functions:**

#### **1. Fundraising:**

- Develop and execute a comprehensive fundraising strategy to support the organization's mission and programs.
- Identify, cultivate, and steward relationships with individual donors, corporate sponsors, foundations, and community partners.
- Oversee grant applications and manage grant compliance to secure funding for ongoing and new initiatives.
- Plan and execute fundraising events, campaigns, and initiatives to engage the community and raise funds.

#### **2. Organizational Development:**

- Provide visionary leadership and strategic planning to guide the organization's growth and impact.
- Collaborate with the board of directors to establish consistent long-term goals, policies, procedures, and messaging.

- Develop and implement programs that align with Keep America Beautiful's national objectives and our local community's needs.
- Cultivate and lead a dedicated team, fostering a positive and productive work environment.
- Evaluate and enhance operational efficiency and effectiveness, making recommendations for improvements as needed.

### **3. Community Engagement:**

- Serve as the primary ambassador for Keep The Shoals Beautiful in the local community, promoting our mission and values.
- Cultivate relationships with key stakeholders, including government officials, community leaders, and local businesses.
- Participate in public speaking engagements, workshops, and community events to raise awareness and encourage involvement.

### **4. Financial Management:**

- Manage the organization's budget and financial resources, ensuring transparency and accountability.
- Monitor financial performance, analyze trends, and make informed decisions to maintain financial health.
- Develop and maintain effective financial reporting systems for internal and external stakeholders.

### **Desired Qualifications:**

- Bachelor's degree in nonprofit management, business administration, or a related field (Master's preferred).
- Proven track record of successful fundraising, donor cultivation, and grant writing.
- Demonstrated experience in nonprofit leadership and organizational development.
- Strong interpersonal and communication skills, with the ability to build and maintain relationships.
- Strategic thinker with the ability to envision and execute long-term goals.
- Familiarity with environmental sustainability, community engagement, or related fields.
- Proficiency in financial management and budget oversight.
- Passion for the mission of Keep The Shoals Beautiful and a commitment to creating a more beautiful and sustainable community.

**Travel:** The position requires occasional travel, to include overnight travel.

**How to Apply:**

To apply, email your application (in PDF format) to the Keep the Shoals Beautiful Executive Committee at [exec@keeptheshoalsbeautiful.org](mailto:exec@keeptheshoalsbeautiful.org), with the subject line: **EXECUTIVE DIRECTOR APPLICATION**, Applications will be reviewed until the position is filled.

Applications should be a single PDF file that includes a cover letter and resume. The cover letter should summarize your experiences in non-profit leadership and/or development, including track record in fundraising. References and a professional writing sample may be required upon request. Applications will be reviewed as they are received.