**Outer Banks Dementia Friendly Coalition**

**Executive Director**

**Job Description**

**Position Title:** Executive Director  **FLSA Status:** Non-Exempt

**Reports to:** Coalition Board of Directors **Reviewed By:**

**Position Summary:**

Oversees the administrative functions, acting as the resource for OBXDFC Board of Directors, volunteers, and general public for the Outer Banks Dementia Friendly Coalition (OBXDFC)– Non Profit 501C .

Tasks include, but may not be limited to: Administrative/Management Duties - administration and oversight of the OBXDFC programs, conferences recruitment of volunteers - coordinates interviews, written and verbal communications, including budgetary, operational and travel arrangements.

**Position Specifications:**

### Education

College degree or equivalent level.

**Experience**

A minimum 1-2 years experience in a health care, customer service or business office environment required. Excellent computer skills.

###### Complexity of Duties and Responsibilities

Job activities are highly diversified but are structured within a predefined work routine. Involves the exercise of judgment and what action should be taken in dealing with the public and volunteers.

**Supervisory Accountability**

Makes recommendations to guide the work of the Outer Banks Dementia Friendly Coalition. Final decision and guidance is limited to the Outer Banks Dementia Coalition Board of Directors.

**Confidentiality**

Works with confidential data such as financial records, data, and other similar information where disclosure would be considered at risk.

**Interpersonal Contacts**

The position has frequent communication with other community organizations, community NonProfits and Board of Directors.

Portrays a positive attitude by treating volunteers and public with dignity, respect and courtesy. Recognizes volunteers and the public, not as an interruption, but as your reason for being here. Demonstrates personal responsiveness to volunteers and Outer Banks Dementia Friendly Coalition needs by initiating actions to prevent and handle problems.

**Working Conditions**

Subject to varying and unpredictable business situations. Subject to irregular hours, working various shifts, and weekends during events. Extends periods sitting or standing. Extended periods of visual contact with computer screens. Extended periods working at computer work station.

**Addendum: Essential Job Functions**

Maintains accurate records of line item budget for Administration, allocates cost to appropriate category, maintains weekly accounts payable record.

Update Website and Facebook pages

Create and distribute flyers for all events

Send emails to previous event participants for new events

Write and apply for grants

Check mailbox weekly

Deliver money and bills to Treasurer

Present to local organizations about OBXDFC and their services

Consultation with caregivers

Review referrals for respite scholarships and contact caregivers

Plan, organize and shop for activities for weekly Caregiver Day Out Program

Collects and prepares all information needed for education conferences and workshops to include but not exclusive to:

Caregiver Education conference and workshop

Caregivers’ Day Out

Dementia /Alzheimer’s Walk

Represents the Outer Banks Dementia Friendly Coalition (OBXDFC) with community nonprofits and functions

Healthy Carolinians meetings

Chamber of Commerce events

Community Coordinating Council meetings

Community Services Collaborative

Participate as a presenter for Dementia Friendly initiatives

Assist with Dementia Friendly business trainings

Assist with monthly Caregiver’s Support Group

Records, transcribes and distributes minutes from meetings

* Prepares agenda, date, time and location of each meeting and distributes minutes to all members
* Presides at each meeting unless pre-arranged meeting coverage
* Opens, reviews and prioritizes interoffice and external mail. Brings priority items to appropriate attention and routes accordingly.