

Valley of Cincinnati Ancient Accepted Scottish Rite

Job Description Overview

Executive Director

GENERAL FUNCTION: Responsible for the efficient and effective operation of the Valley of Cincinnati. This position functions primarily as the chief executive officer of the Valley and serves as the Secretary of the Board of Trustees. This position is employed by the Board of Trustees and serves at the will of the Trustees.

REPORTING: Reports directly to the Board of Trustees of the Valley of Cincinnati.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Assumes overall responsibility for the effective supervision, management and administration of all phases of the Valley's business, technical and fundraising operations

Serves as liaison between the Board of Trustees and outside professionals (e.g., accountants, attorneys, etc.), philanthropists and potential donees

Serves as ex-officio member of Committees as directed by the Board of Trustees

Prepares agendas, attends and records the activities of all Board meetings and other meetings as directed by the Board of Trustees

Promptly collects, deposits and reports to the Treasurer on all monies due the Valley

Communicates Valley vision and strategy as articulated by the Board of Trustees

Assists the Board of Trustees and the Active with policy formation and implementation

Requires travel

SUPERVISORY AND MANAGEMENT RESPONSIBILITIES:

Supervises, manages and develops office personnel and building staff and all related human resource functions, including succession planning

Supervises accounting and finance functions, including the annual budget and audit process, together with monthly financial reporting

Supervises membership record functions in conjunction with the Fraternal Secretary

Performs additional duties and responsibilities as assigned by the Board of Trustees

EXPERIENCE: Proven management and supervisory experience related to finance, fundraising, public relations, legal, information technology and personnel development is essential. Excellent communication and interpersonal skills required, together with membership in the Supreme Council of Ancient Accepted Scottish Rite.

PRINCIPLE: The Executive Director shall act in the BEST interests of the Valley of Cincinnati in day to day dealings in person, by telephone or email to dispense information, give advice and guidance on the multitude of inquires made to the Office of the Secretary.