



<b>Job Title: Executive Director</b>	<b>Supervisory Responsibility: Yes</b>
<b>Reports To: 1804 Board of Directors</b>	<b>Date of Position Description: April 9, 2018</b>
<b>I. Position Summary</b>	
<p>1804, Inc. is a 501c3 nonprofit organization whose primary purpose is the cultivation and empowerment of broad but impactful entrepreneurial culture in both Kentucky and Indiana by driving, growing and advocating on behalf of the regional entrepreneurial community.</p> <p>The Executive Director is responsible for leading 1804 and its Board, through the early stages of the organization’s development and into a position to transition into a much larger community organization in the future. This will be an organization that is sustainable, both operationally and financially, after its first five years of operation.</p>	
<b>II. Major Duties and Responsibilities</b>	
<p><b><u>Strategic Vision and Leadership/Community Impact</u></b>  <i>Works with the Board, staff, and key stakeholders to ensure mission fulfillment</i></p> <ul style="list-style-type: none"> <li>● Promotes the mission &amp; vision of 1804 and serves as the “public face” of the organization</li> <li>● Responsible, along with the 1804 Board, for creating and implementing a comprehensive strategic plan for the overall organization</li> <li>● Creates healthy, working relationships with elected officials in the bi-state regional communities in which it resides</li> <li>● Build long term relationships and create strategic alliances with a variety of stakeholders within the startup community</li> <li>● Effectively communicates with the Board, 1804 partners, and the public, through both traditional and social media, as well as through other channels of marketing and communications deemed appropriate to achieve set goals</li> <li>● Encourages the intentional focus on the impact of applying entrepreneurial principals to all the demographic groups and industries in the region, both for-profits and non-profits.</li> <li>● Coordinates with vendors, partners, and other governmental entities to execute on the projects established as priorities by the Board</li> </ul> <p><b><u>Financial Performance and Viability/Resource Development</u></b>  <i>Develops resources, in concert with the Board to ensure long-term financial health of the organization</i></p> <ul style="list-style-type: none"> <li>● Planning, preparation and management of an annual budget</li> <li>● Development of a comprehensive short and long-term fundraising strategy and execute it with precision</li> <li>● Preparation of monthly financial reports</li> </ul>	

- Prepare and review financial reports for Board meetings
- Manage all development efforts, to include grant writing

**Board Governance**

*Works with Board to fulfill organization’s mission*

- Works with the Board, and our partners, to develop a strong strategic plan, fund its operations, programs and projects considered of importance to achieve its mission
- Tracks, promotes, and reports progress, on the implementation of 1804’s strategic plan to the Board, our partners, and the public at large
- Works closely with the 1804 Board Chair and Directors, seeking their involvement in policy and financial decisions, fundraising, and to increase the overall awareness and visibility of the organization.

**Operations and Organizational Infrastructure**

*Establish organization for long-term operational and financial stability*

- Leads the organization’s day-to-day activities
- Deploys and manages an open, forward-thinking marketing/communications strategy
- Efficiently manages the operations of the organization, its staff, contractors, and vendors
- Possesses a strong entrepreneurial spirit and embraces “out of the box” thinking

**III. Core Competencies**

The following behaviors have been identified as critical to the Executive Director role at 1804:

- Adapting and Responding to Change
- Adhering to Principles and Values
- Collaboration and Relationship Building / Relating and Networking
- Communicating and Presenting Information
- Comfortable with Fund Development
- Entrepreneurial Thinking and Business Innovation
- Formulating Strategies and Concepts
- Persuading and Influencing Community Stakeholders

**IV. Position Requirements / Qualifications**

**A. Education / Accreditation /Licensure**

**Required:** Bachelor Degree or equivalent job-related work experience that provides the necessary knowledge, skills, and abilities to perform the functions of the position

**B. Required Experience:**

- Prior leadership experience in a start-up, early-stage company or non-profit organization; one that has experienced all the major issues that confronts the typical startup organization
- Five or more years of overall professional business and leadership experience; Senior level leadership experience a must including leading a varied team of direct and indirect reports
- Ability to work with minimal direction; Self-starter with the ability to think strategically, tactically, and creatively, within a startup organization with limited resources or support personnel
- Prior experience with fundraising and knowledge of fundraising strategies coupled with experience cultivating relationships with major donors, funding agencies and individual/corporate partners
- Demonstrated a high level of understanding and competency in developing and leading an effective marketing & communications plan with measurable results; Knowledge and experience in launching, navigating, and managing, both traditional and social media a plus.
- Solid, hands-on fiscal management skills including: budget preparation, analysis, decision-making and reporting
- Financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide the organization's strategic plans involving people and systems, including those that are out-sourced by the organization
- Keen analytic, organization, and problem-solving skills, which support and enable sound decision making
- Excellent convener and facilitator; Demonstrated coalition building skills with the ability to communicate and work effectively with a variety of internal and external stakeholders; A persuasive negotiator able to achieve consensus amongst differing opinions
- Outstanding presentation and communication skills coupled with the experience and tendency to be an outgoing spokesperson, relationship builder, and fundraiser; Public speaking experience before varied audiences and organizations is a plus

**Preferred Experience:**

- A sincere passion for entrepreneurs and the ecosystem that supports start-ups in a bi-state economic region
- A self-awareness that for this organization to succeed, it must be seen as an advocate for both Kentucky and Indiana, believing that taking sides takes a back seat

to any other considerations; fully capable of articulating a strong bi-state regional economic development viewpoint in both words and actions

- Been a part of successful community building efforts in terms of forging strong partnerships and collaborative efforts with like-minded organizations to achieve clearly defined mission and goals as established by the 1804 Board
- Prior nonprofit leadership and/or board service experience would be ideal including its personal interaction with both the private and public sectors as either a leader, an organizer or a convener