

## About Get Healthy DeSoto

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Get Healthy De Soto manages a wide range of community driven programs that enhance the wellbeing of residents in De Soto and throughout Jefferson County. We serve a diverse community and are welcoming of all persons. Individuals and families are encouraged to advance their health through improved nutrition, healthy physical activity, and community interaction. Through our programs we seek to be a resource to our neighbors in the community.

**Job Summary:** The Executive Director creates a well-run, efficient nonprofit that supports the mission of the organization. Also expected is excellent customer service, accuracy in duties, and contribution to a healthy work environment. This position seeks to support the work of the organization, creating a bridge of communication for the purpose of encouraging members and gaining new ones.

### Expectations:

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#### Program Development

- Work with the board of directors to organize, fund, and the delivery of programs.
- Prepare and send out a weekly newsletter via email to membership.
- Manage the organization's calendar.
- Coordinate with groups (inside and outside of the organization) to schedule programs and property use.
- Keep resources organized, including physical resources and volunteers.
- Engage in board development, including trainings, communications, seminars, and gatherings.
- Make recommendations for all paid personnel and contract employees.
- Programs include:
  - DeSoto Farmer's Market
  - Walking School Bus
  - Healthy Restaurant Collaboration
  - Weekly Newsletter
  - Toilet Talk
  - Vineland Community Garden
  - Policy Change Initiatives
  - Winter Flakes Race
  - Couch to 5K

#### Fundraising Coordination

- Grant Writing
- Oversee committees tasked with fundraising.
- Encourage board fundraising.
- Fill committee positions, oversee activity budgets, and coordinate the efforts for fundraisers.
- Fundraisers include:
  - Annual Street Collection
  - Christmas Home Tour
  - Farm to Table
  - Winter Fundraiser (Trivia Night or Scavenger Hunt)

- Taste of DeSoto
- Corn Hole Tournaments

#### Finance

- Manage membership lists.
- Track all expenses and income; pay vendors; process quarterly payroll filings.
- Assist treasurer and finance team with QuickBooks and reporting.
- Develop annual budget. Develop and maintain all vendors and contracts.
- Order supplies for programs, fundraisers, and administration.
- Prepare required grant reporting and applications.

#### Marketing

- Work with current website administrator to keep the website up to date.
- Answer all inquiries from website and social media accounts.
- Manage social media accounts for the organization and programs, including weekly posts to Facebook, website, and Instagram and uploading weekly newsletter articles and YouTube videos.

#### Job Requirements and Qualifications

- Bachelor's degree and/or comparable experience with nonprofit management required.
- Experience with accounting software, Microsoft Office, and other comparable online programs required.
- Experience with managing multiple programs and events is required.
- Experience with QuickBooks preferred.
- Experience with social media and community engagement preferred.
- Willingness to work additional hours as needed.
- Friendly, flexible, and efficient approach to work.

#### Other Expectations

- A background check is required and must be successfully completed.
- Regularly engage with committees, supporters, volunteers, and community leaders.
- Work irregular hours, with evening meetings and engagements required.

Hours: The position averages 30 hours per week. Hours are flexible, with the exceptional events, fundraisers, and board meetings should be attended. Seasonal demands will understandably call for flexibility in scheduling overall.

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Salary: Starting salary \$28,500.00. Commensurate with experience. This position does not include employee benefits.

Supervision: This person serves at the direction of the Get Healthy DeSoto Board of Directors.

*We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, genetic information, disability status, protected veteran status, or any other characteristic protected by law.*