



## **Assistant Director Job Description**

The Mayfield Graves Long Term Recovery Group was established to lead the recovery of individuals from the December 10th, 2021 Tornado. The organization is a federally recognized 501(c)3 organization that is overseen by an elected Board of Directors. The organization's daily activities are carried out by a number of contracted individuals and volunteers.

The Assistant Director provides an important role in overseeing the daily operations of the organization. They report directly to the Executive Director and their projected contract agreement would be for a minimum of forty hours per week. Some of the responsibilities of the Assistant Director are:

- Provides direct oversight of other contract laborers providing services to the LTRG with the exception of the Executive Director
- Ensures protocols for survivor recovery established by the LTRG are being followed
- Maintains accurate records for contractor files and organizational information
- Assists in the review of invoices to ensure their accuracy prior to payment
- Creates the agenda for executive committee meetings
- Works closely with committee chairs and contractors to ensure that plan goals and objectives are being met
- Serves as a primary point of contact for partner organizations working with the LTRG
- Attends community meetings on behalf of the LTRG
- Serves as the main spokesperson for the organization in the absence of the Executive Director
- Works with the Executive Director to create and implement new programs to better serve our survivors

- Provides peer review and oversight of partner performance in serving survivor's needs and reports findings directly to the Executive Director
- Works with the Executive Director in creating and monitoring the organization's budget to ensure the organization's longevity

#### Preferred Skills

- Public speaking
- Team management
- Extremely organized
- Ability to communicate clearly and effectively
- Ability to manage multiple projects simultaneously
- Microsoft Office Suite
- Gmail
- Google Docs
- Adobe Acrobat
- Zoom, Microsoft Teams and Google Meet

#### Preferred Previous Experience

- Non-profit leadership at a management or board level
- Previous management experience
- Grant Solicitation and Administration
- Implementation and tracking of an organizational plan
- General understanding of finances (P&L, Balance Sheet)

The initial contract period of the position would be from March - October 2023 with the intention for this position to transition to full-time Executive Director at the end of the initial contract should the candidate be prepared to contract for that position. Since this is a contracted position, the organization does not provide any benefits but we do offer very competitive pay.

Please submit your resume to [office@recovermayfieldgraves.com](mailto:office@recovermayfieldgraves.com)