Keep Cass County Beautiful
Executive Director

GENERAL DESCRIPTION AND NATURE OF WORK

The Executive Director of Keep Cass County Beautiful (KCCB) performs a variety of complex administrative, public relations, education and volunteer managerial tasks to accomplish the mission of Keep Cass County Beautiful, thus assuring a better quality of life and environment in Cass County. The Executive Director is the primary contact and program resource person for Keep Cass County Beautiful, a local affiliate of Keep America Beautiful (KAB) System and Keep Nebraska Beautiful (KNB). The Executive Director receives moderate supervision from the President. Ultimate authority is with the Board of Directors. However, the Executive Director is expected to work independently, sometimes without specific direction.

Administrative Responsibilities:

- Manage the daily operations of KCCB.
- Direct, assist and oversee additional employees such as the assistant, educator & part time help
- Assist with weekly recycling duties as needed
- Ensure that all reporting requirements are accurate, comprehensive and completed on schedule (financial, legal, KAB, etc.).
- Prepare and maintain the organization's budget using the excel documents in place. This includes but is not limited to: Develop estimates and needs of operating requirements Maintain complete documentation of all KCCB purchases. Reconcile KCCB credit card within KCCB operating guidelines Balance bank statement monthly. Ensure all accounts receivable and accounts payable are executed in a timely manner.
- With Board Secretary, prepare and distribute Minutes of KCCB Board meetings.
- Submit Mid-year and Annual Report to Keep America Beautiful (KAB) and Keep Nebraska Beautiful (KNB). This includes but is not limited to: completion of annual KAB Litter Index, annual Cost/Benefit Analysis, Semi-annual survey report, and payment of annual fees.
- Maintain office; supervise and/or perform clerical operations.
- Write and administer grants.
- Develop Annual plan and organizational development and long-range planning for KCCB.
- Prepare agenda for Board meetings.
- Assist committees in the development and implementation of action plans.
- Review and analyze Program outcomes, evaluate internal and external processes.

Public Relations Responsibilities:

- Ability to work many weekends throughout the year.
- Participate in a variety of community organizations/activities to promote the programs and mission of Keep Cass County Beautiful.
- Always represent KCCB in a professional manner.
- Serve as primary contact person and liaison of information on KCCB activities, including being a representative at meetings, forums, etc.
- Maintain and develop communication tools for all KCCB activities. This includes but is not limited to: KCCB website, social media, email distribution list, and posters. Prepare briefs, summaries, fact sheets, layouts and other data required for program planning and implementation.

- Conduct workshops.
- Prepare press releases and maintain up-to-date media contact list.

Education Responsibilities:

- Create and implement education programs (prek-6th grade) throughout Cass County (6 schools).
- Act as liaison between KCCB, principals and teachers to coordinate KCCB programs within school system.
- Train and act as a resource to KCCB Education Coordinator; including teaching programs when there is a schedule conflict
- Coordinate with local school organizations such as Optimist, FFA, FBLA, 4H club, Key Club etc. to partner with KCCB

Volunteer Management Responsibilities:

- Recruit volunteers for all KCCB activities.
- Be on call for questions and issues during volunteer activities
- Document all volunteer hours for each KKCB event.
- Communicate praise, motivation and positive reinforcement to volunteers and community.
- Develop and maintain volunteer distribution list.
- Write and distribute thank you cards.

EDUCATION, SKILLS, AND ABILITIES REQUIRED

- College degree with experience in Education, business management or nonprofit management and volunteer management or equivalent work experience preferred.
- Commitment to the highest ethical standards, accountability and compliance with the law.
- Ability to work cohesively with Board members, staff, contractors, volunteers and supporters.
- Passion for the mission and vision of KCCB & Keep America Beautiful.
- Ability to organize effective meetings by creating and maintaining agendas.
- Ability to implement KCCB strategic priorities with a working volunteer board and committees. Financial management abilities, including budgeting and managing.
- Ability to fundraise includes developing long-term relationships with funding sponsors and individual donors.
- Experience and knowledge of the unique characteristics of Cass County.
- Initiative coupled with willingness to take directions from the board. Enthusiastic and positive attitude.
- Ability and willingness to delegate.
- Ability to effectively speak in public: poised, professional, persuasive and articulate.
- Ability to write effectively, including grant applications and administration.
- Experience in dealing with community/volunteer management.
- Familiarity with media, volunteer network, corporate structure and political process.

- Computer experience, including but not limited to: Microsoft Office word processing, database and spreadsheet, Canva & constant contact.

ESSENTIAL JOB FUNCTIONS REQUIRED TO PERFORM THE JOB:

- Able to operate a motor vehicle
- Able to manage recycling & composting at community events such as the Cass County Fair, many being on weekends and evenings
- Able to correctly lift a minimum of 25 pounds
- Able to maintain stamina in all weather conditions: direct sun, rain, wind, high/low humidity
- Able to bend, twist, stoop, kneel for continuous periods
- Able to walk and carry loads up to 25 pounds up and down narrow staircase
- Able to analyze and remember information
- Able to display leadership qualities by being patient, kind, humble, respectful, selfless, forgiving, honest and committed
- Able to speak, read and write English
- Able to sit and/or stand for long/short periods
- Able to always conduct self in utmost professional manner representing KKCB
- Able to have manual dexterity necessary to complete all job duties
- Able to work cooperatively with others
- Able to maintain dependable work attendance including evenings and weekends for special events and travel to out-of-state conferences/retreats
- Able to remain calm in highly stressful, hectic environment
- Able to be flexible and handle changes in priorities
- Able to prioritize tasks and complete assignments on time
- Able to be attentive, speak clearly, see near and far and hear
- Able to have good motor skills
- Able to make sound decisions