

Executive Director Job Description of Responsibilities

Position is Part Time (Approximately 10-15 hours/week)

Calendar RH Board Meetings

Compile Calendar & Distribute to Board Members by E-Mail

Attending Meetings Monthly

Reporting on monthly accomplishments

E-mailing Board members monthly

Reminder of Meeting Attaching:

Minutes of last meeting for approval at board meeting

Financials from Accountant

Having available at monthly board meetings:

Copies of last month's minutes for approval

Copies of financials of past month

Banking responsibilities at Lake Trust Credit Union

Depositing checks 4 times a month

Compiling deposit information for Accountant after each deposit

Information sent to accountant by e-mail (pdf)

Deposit Slip

Spreadsheet with information on each check such as:

Amount – Date – Check # - Name – Donation for? –

Donation for: Membership – Memorial – Donation – United Way -

Grants – Knight of Columbus - Respite Care

Rent & Services are totaled separately for accountant

Visa responsibilities

Payments on line monthly

Order credit cards/fill out forms -2010 cards for Susan/Danille/Russ/Joann

Amount: \$10,000 limit

Check on line for use of card

If used receipt is turned to RH Visa binder for accounting

Paying bills every two weeks

Accountant Direct Deposits payroll on each Wednesday AM. Checking

account should have enough money to cover payroll in account by

Tuesday for payment on Wednesday AM

Copy of bills are made for Exec. Director

Marked copies of bills paid and Check # & Filed

Timesheets/payroll stubs are copied and filed

Payroll is direct deposited copy of payroll stub is placed in envelope and

placed in staff boxes.

Accountant e-mails information on total payroll/taxes and what is left in

checking and savings

Accountants compile taxes and all payroll totals – mileage information
Ex. Dir. Signs and mail's and files all bills and taxes

Recording:

Donations recording

All donations are recorded on spreadsheet for totals and thank you
Thank you letters are sent for each donation.
Copy of check and donation letter are filed

Respite Care recording

All respite care payments are recorded on spreadsheet for monthly totals
by Program Administrator and sent to Director to complete: Page Break &
Total hours and each client's payment separately. When finished
spreadsheet is sent to CMH Lisa Arens for payment.
Survey of Respite Care are sent out periodically along with magnet
on Respite care

Rent/Services

All Rent/Services are recorded on spreadsheet as received
Check on payment (by 5th of the month)
Send late payment letter if received late (\$25.00 first day \$5.00 each day
after)
E-mail Program Admin. with names of missing payments
Check if payments amount has changed (such as spend down)

Website upkeep

Yearly Hosting renewal and Domain Name renewal – Godaddy.com

Facebook upkeep

Posting to Facebook updating activities

Christmas – Contacting Immaculate Heart of Mary Parish “Giving Tree Project” to
see if we will be receiving donations.

Receiving list from Program Administrator of Gifts

Making up gift tags for IHM with gift name and when to be returned to parish for
pick up

Yearly Correspondence compiled:

- November Membership &Renewal Letter
- 3 Newsletters Spring – Summer – Fall
- Christmas Card w/donation card
- Summer Picnic postcard
- Knights of Columbus solicitation letter Yearly (during Lent)
- Knights Thank you letters
- Silent Auction flyers/brochures/solicitation/forms
- Fundraisers flyers/brochures/solicitation/forms
- Website updates
- PowerPoint presentations
- E-mails to RH Board/Staff/CMH/Business/Service Grps/Residents
Families/Respite Families/Friends of RH/KofC/Press
- Press Releases
- Grant writing

Working with Program Administrator:

- Contacting by e-mail as needed
- Meeting every week for updates.
- Policy and procedure originating
- Updating of accomplishments and ideas for improving program
- Fundraisers and Grants
- Contact with problems that may arise
- Job Performance Reviews
- Recommendation to board for staff raises

Attending Meetings:

- Monthly Board Meeting (3rd Wednesday of each Month)
- Workshops through “Power of We”
- CMH
- Fundraiser
- Occasional Staff Meeting

Presentations:

- Churches
- Service Groups
- Knights of Columbus
- Ministry Groups
- Families

Revised 10/10/19