

**THE FUTURE BEGINS TODAY**  
Executive Director POSITION DESCRIPTION



**Title:** Executive Director

**Reports to:** TFBT Board of Trustees

**Job Objectives:** The Board of Trustees is looking for a passionate and dynamic person to lead the operation of The Future Begins Today (TFBT) non-profit organization. The Executive Director is responsible for the efficient and effective implementation of the strategic plan to include budgeting, fundraising, marketing, brand awareness and the overall operation of the academic support programs that provide nurturing, mentoring and scholarship opportunities for Troy students.

**Minimum Qualifications:** College degree preferred, equivalent experience working with students/youth considered  
Documented evidence of a clear criminal record  
Experience in fundraising, marketing and grant writing  
Proficient in the use of social media  
Proficient computer skills and knowledge of business or office software  
Excellent oral and written communication skills

**Responsibilities / Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides leadership to ensure the effective operation of The Future Begins Today organization and services.
- Promotes a favorable image of the organization. Positively represents TFBT in the community and attends appropriate community events.
- Participates as an active, non-voting member of the Board of Trustees, unless voted in otherwise.
- Helps develop and implement the strategic plan.
- Develops plans of action through committee chairpersons.
- Sustains progress and maintains effective Board communication.
- Manages TFBT staff and conducts regular performance-based reviews.
- Maintains office space and addresses issues with appropriate personnel.
- Effectively coordinates, communicates with and recruits TFBT volunteers.
- Helps with the recruiting of new Trustees.
- Develops annual budget with Finance Chair/Committee.
- Works with the Treasurer to maintain balanced and accurate financial reports and bank accounts.
- Helps resolve problems.
- Coordinates the major fundraising activities such as salsa sales and Strawberry Festival.
- Writes grant requests to achieve sustainable funding sources.
- Develops annual giving program and identifies and cultivates key relationships with potential donors.
- Assists with marketing, brand awareness and Website improvement.
- Coordinates youth programs with support from Nurturing Chair/Committee.
- Develops and maintains positive working relationships with appropriate Troy City School staff and TFBT students and parents.
- Attends, actively leads and participates in TFBT activities and programs.
- Coordinates, communicates and arranges scholarship programming with Scholarship Chair/Committee.
- Tracks requirements, issues grant awards and communicates with higher education institutions as needed.
- Cultivates scholarship donors/special awards.
- Develops and maintains database of key audiences such as donors, students, parents, volunteers.
- Provides regular updates to the Board of Trustees, and performs other duties as directed by the Board of Trustees.

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**Abilities Required:** The following characteristics and physical skills are essential for the successful performance of assigned duties:

- Demonstrates professionalism and maintains a positive work attitude.
- Articulates a clear vision and provides leadership to advance the organization.
- Delivers a positive work environment and collaborative approach.
- Skillfully manages individual, group and organizational interactions.
- Communicates effectively using verbal, electronic and writing skills.
- Organizes tasks and manages time effectively.
- Interprets information accurately and initiates effective responses.
- Averts problem situations and intervenes to resolve conflicts.
- Maintains an acceptable attendance record and is punctual.
- Possesses a high level of ethics and confidentiality when needed.
- Possesses the ability to multi-task effectively and a keen attention to detail and accuracy.

**Working Conditions:** Must have valid driver's license and reliable transportation.  
Full-time position, primarily weekdays, but must be able to work flexible hours including occasional night/weekend functions.  
Benefits not provided.

To apply, please submit a letter of interest, résumé and two professional references' names and contact information to **info@thefuturebeginstoday.org**. Call (937) 332-0467 with inquires.

Or mail to:

The Future Begins Today  
c/o Hiring Committee  
PO Box 511  
Troy, OH 45373