

Job Description EXECUTIVE DIRECTOR  
Pronto of Long Island Inc.

The Executive Director is the key management leader of Pronto of Long Island. The Executive Director is responsible for overseeing the staff and volunteers, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach with a passion for helping people in need. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES

1) Board Governance: Works with board in order to fulfill the organization mission.

Responsible for leading Pronto in a manner that supports and guides the organization's mission as defined by the Board of Directors.

Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance: Develops resources sufficient to ensure the financial health of the organization.

Responsible for fundraising and developing other revenues necessary to support Pronto's mission.

Responsible for the fiscal integrity of Pronto, operating within the approved budget, ensuring maximum resource utilization, and maintenance of the organization in a positive financial position.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, planning, marketing, fundraising and community outreach.

Responsible for implementation of Pronto's programs that carry out the organization's mission.

Responsible for strategic planning to ensure that Pronto can successfully fulfill its Mission into the future.

Responsible for the enhancement of Pronto's image by being active and visible in the community and by working closely with other professional, community and private organizations.

4) Organization Operations: Oversees and implements resources to ensure that the operations of the organization are appropriate.

Responsible for the hiring and retention of competent, qualified staff.

Responsible for the effective administration of Pronto's operations.

Actual Job Responsibilities

Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.

Supervise, collaborate with organization staff and volunteers.

Strategic planning and implementation.

Planning and operation of annual budget.

Job Description EXECUTIVE DIRECTOR  
Pronto of Long Island Inc.

Serve as Pronto's primary spokesperson to the organization's constituents, the media and the general public.

Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Pronto's Mission.

Engage in fundraising and developing other revenues.

Oversee marketing and other communications efforts.

Oversee organization Board and committee meetings.

Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.

Review and approve contracts for services.

Must be Bilingual in Spanish and English.

Other duties as assigned by the Board of Directors.

Applications with cover letter and resume must be received by September 30<sup>th</sup>, 2020 to Pronto of Long Island Inc. 128 Pine Aire Drive Bay Shore, NY 11706

Pronto of Long Island Inc. is an Equal Opportunity Employer.