

Search Overview

Tuscaloosa's One Place (TOP) is seeking an Executive Director to lead the agency's dedicated staff in providing diverse programming to strengthen families in the West Alabama community. TOP has made a difference in the lives of local families since 1999 as a family resource center providing social service programming in the following areas:

- ▶ After School & Child Development
- ▶ Career & Personal Development
- ▶ Family & Parenting
- ▶ Teen Intervention & Support

The Executive Director's Responsibilities

The Executive Director of Tuscaloosa's One Place develops and implements a strategic plan of operation to accomplish the agency's mission of improving families in West Alabama by providing access to programming that educates, encourages self-sufficiency and improves a family's ability to contribute to the community. In addition to providing leadership for day-to-day agency operations, the Executive Director is responsible for the following areas to increase the impact and organizational effectiveness of Tuscaloosa's One Place.

▶ Leadership & Management

To develop and implement a strategic plan through measurable objectives and the efficient management of agency resources.

To prepare a budget based on organizational priorities and structure programming around strategic focus areas of the agency.

To oversee human resources and payroll processes and to invest in staff development to maintain a well trained workforce.

To share a vision of the agency's potential and make recommendations to TOP Board of Directors about the agency's current direction and to collaborate with subcommittees designed to advance the agency's mission.

▶ Agency Advancement

To represent the agency at community events, effectively becoming the chief public relations officer to build effective working relationships with government and civic partners, foundations, service organizations and other agency stakeholders.

To oversee the development of fundraising activities and other sources of funding, individual- or organization-based.

To strengthen the profile of Tuscaloosa's One Place, by actively seeking opportunities to tell our story and to improve our relevance to the community.

▶ Community & Governmental Relations

To ensure compliance with all federal, state and local laws and regulations governing non-profit agencies.

To represent Tuscaloosa's One Place to representatives of local and state governments and to advance awareness, understanding and collaboration with those entities.

To inform and engage local and state leaders with relevant information that tells the agency story and encourages partnership and support.

EXECUTIVE DIRECTOR

POSITION OPENING

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Requirements | Educational & Previous Experience

A master's degree in public administration, social work, education or related field

Minimum of five years' experience in administrative management (non-profit preferred)

Experience in developing programs and service responsive to identified needs

Grant-writing experience

Compensation

Qualified candidates will be offered a competitive compensation package commensurate with experience.

Application Requirements

Interested applicants should submit a resume, three references and a cover letter outlining their interest in the position of Executive Director of Tuscaloosa's One Place. All applications will be kept confidential. Candidates will be notified before their references are contacted.

Please send all documentation to

Alisa Robertson, Chair
TOP Executive Director Search Committee

arobertson@westervelt.com



Tuscaloosa's One Place (TOP) is a non-profit organization dedicated to the improvement of families. TOP provides programming for the whole family by partnering with community service agencies in the areas of child-development, family & parenting, career and personal development and teen intervention and support. Find out more at tuscaloosaoneplace.org