

LONG BEACH MARTIN LUTHER KING CENTER, INC.

EMPLOYMENT ANNOUNCEMENT

AN AFFIRMATIVE ACTION / EQUAL EMPLOYMENT EMPLOYER

TITLE: Executive Director

EDUCATION: Minimum Bachelor's Degree with supportive experience in Public Administration, Human Services, or Business Administration. Master's Degree Preferred — MPA, MSW or MBA

EXPERIENCE: Managerial experience in public or private human services organization
Experience in public speaking, and proficient in grant/proposal writing and grants administration.

DESCRIPTION:

- Responsible for the implementation of agency and Board policy
- Responsible for hiring, supervising and evaluating staff
- Strong working knowledge of non-profit fiscal accounting and budgeting; fundraising and event planning
- Oversee the development of funding proposals for all programs to ensure the continuous delivery of services
- Responsible for contract management and agency planning and program operation
- Provide oversight of the afterschool homework help and education enrichment program
- Responsible for community-based program development activities, developing resources to effectively meet the changing needs of children and their families
- Problem solver with strong attention to detail both written and oral to effectively communicate with Board, staff, contract agencies, collaborative partners and stake holders
- Oversee planning activities for annual fundraising and community-wide events
- Manage all communication for the organization in coordination with the Board according to timeframes and agency standards
- Must pass mandatory pre-employment screening, including but not limited to employment history and criminal background check
- Must be able to work flexible hours, have a valid driver's license and reliable transportation

SALARY: \$50,000 - \$60,000 annually

SEND RESUME TO: Long Beach Martin Luther King Center, Inc.
Attn: Recruitment
615 Riverside Blvd.
Long Beach, New York 11561

All resumes must be received by August 11, 2017

The New York State Human Rights Law prohibits discrimination in employment because of age, race, creed, color, national origin, sex, disability, marital status, or criminal record. Accordingly, nothing in this announcement should be reviewed as expressing, directly or indirectly, any limitation, specification, or discrimination as to age, race, creed, color, national origin, sex, disability, marital status, or criminal record in connection with employment with the Long Beach Martin Luther King Center, Inc.