

# Position Announcement



<b>Position:</b> Associate Director, Lilly Center for Lakes & Streams	<b>Report to:</b> Director, Lilly Center for Lakes & Streams
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Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

**Scope of Responsibilities:** Direct and manage operations of the Lilly Center for Lakes & Streams (Lilly Center) primarily as it relates to personnel, program quality, partnerships, donor relations, communications, and financial functions of the organization.

## **Essential Responsibilities:**

### **A. Supervision and Direction of Staff**

1. Direct and develop all regular and student staff and day-to-day operations with discretion and independent judgment.
2. Direct the talent recruitment of regular and student staff in each program area, including strategic decision-making about hiring positions and people to complement the current Lilly Center team(s) and fulfill the needs and mission of the organization.
3. Lead regular staff in their direction of their individual student teams, including professional development, training, mentorship, discipline, retention, etc.
4. Conduct performance reviews of all staff utilizing OnBase for continuous improvement.
5. Manage staff disciplinary procedures and conflict resolution, including and up to termination, while following Grace College's Human Resources policies.
6. Plan and facilitate all staff meetings, including weekly team meetings and individual meetings with each staff member.

### **B. Financial Management**

7. Develop and implement financial strategies to ensure the sustainability of the Lilly Center operations, including grants, donor, business, fee-for-services, and endowment revenue(s).
8. Maintain, oversee, and reconcile Lilly Center transactions and budget for reporting purposes and to track program efficiency.
9. Research, acquire, plan, and manage all grants supporting Lilly Center programs while following and writing grant reports and requests for payments according to grantor policies.
10. Track the Lilly Center Honor Scholarship endowment fund balance and scholarship distributions in conjunction with the Business Office and Admissions departments at Grace College, while recognizing donors to the fund with the development assistant.

### **C. Direction of Programming**

11. Lead strategic planning for the Lilly Center, including the implementation and maintenance of a strategic plan.
12. Manage the quality, efficiency, and effectiveness of all Lilly Center efforts – educational programs, events, student internships, research projects, etc. by providing oversight and direction to staff.
13. Direct the community volunteer program in conjunction with Human Resources.

### **D. Community and Partner Relations**

14. Manage relationships with donors, partner agencies, corporations, and organizations by way of stewardship, best practices, attending meetings, giving presentations.
15. Direct Lilly Center staff in the best practices as needed for maintaining and enhancing partner and donor relationships.
16. Lead and direct the efforts of Clearly Kosciusko awareness campaign, including grant writing, presentations to collaborators, key initiatives, budgeting, and licensing of the trademark.
17. Ensure sponsors are appropriately recognized for their contributions to specific Lilly Center programs.

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## **E. Miscellaneous Duties**

18. Represent the Lilly Center on Grace College committees, as appropriate, and act as the internal contact person for Grace College while ensuring the Lilly Center adheres to and maintains compliance with Grace College's institutional policies.
19. Assist the director and other Lilly Center staff as needed, and perform other miscellaneous and institutionally-related duties as assigned when workload permits.
20. Handle sensitive or confidential information with discretion and independent judgment.
21. Work a flexible schedule as needed.

## **Qualifications:**

### **A. Minimum:**

1. Bachelor's degree in business or a related field.
2. Prior experience in personnel management.
3. Prior experience in financial management and/or grant writing and relevant processes.
4. Prior experience in developing partnerships or customer service fields.
5. Strong interpersonal and written communication skills.
6. Proficient in the written English language, punctuation, and spelling.
7. Proficient use of computer including a working knowledge of Microsoft Word, PowerPoint, and Excel software programs, as well as Google Drive programs. Experience utilizing office equipment such as printer, phone, and copier.
8. Evidence of a strong Christian faith and commitment to Christ.
9. Must be able to maintain a high level of accuracy and attention to detail.

### **B. Preferred:**

1. Bachelor's degree or Master's degree in nonprofit management, business management, or a related field.
2. Prior experience in aquatic biology/ecology, fundraising/grant writing, marketing, K-12 education, volunteer management, and/or event planning.
3. Prior experience in scientific writing.
4. Prior experience working with Raiser's Edge software or similar database programs.
5. Creative and innovative problem-solving skills.
6. Prior non-profit experience.

## **Status: Full Time; Exempt**

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).

Posted: 5/12/2022