



**United Churches Elizabethtown Area (UCEA) Executive Director**

March 2024

UCEA is a local nonprofit. We provide the Community Cupboard to assist those suffering from food insecurity. We also provide the Clothing Barn where new and slightly used clothing is made available to community members at no charge. We operate the local Meals on Wheels Program. Finally, we operate a physical campus (Community Place on Washington - CPOW) where we offer other nonprofits rental space at reasonable rates.

Reports to: UCEA Board of Directors

Education and Experience Required: Sufficient job experience to manage primary job responsibilities - Non profit experience a plus - church affiliation required

Direct Reports: Directors of Clothing Barn, Community Cupboard, Volunteer Coordinator, Meals On Wheels volunteers

Primary Responsibilities:

1. Oversees the operations of all UCEA programs
  - a. Ensures proper maintenance of CPOW facilities and grounds
  - b. Ensures Preventive Maintenance Plan is followed
  - c. Reviews all invoices and forwards to Treasurer for final approval
  - d. Has up to \$500 authority to ensure repairs - including work requests from licensees - are completed in a timely fashion
  - e. Work with volunteers if available to schedule minor repairs
  - f. Attends Board Meetings and committee meetings as requested
  - g. Chairs Campus Management and Health & Safety meetings - investigates H&S incident reports
  - h. Meets regularly with all CPOW tenants
  - i. As necessary, obtains bids for repair and renovation projects
  - j. As requested by BOD, oversees renovations at CPOW
  - k. Ensures all policy manuals are updated at least annually
  - l. Picks up and sorts mail
  - m. Works with resident liaison from ECHOS to maintain contact with residents
  - n. Attends regulatory and community meetings as requested
  - o. Attends UCEA/ECHOS leadership meeting.
  - p. Works with program directors to resolve issues and problems. Escalates problems to BOD as necessary.

Providing programs to meet the physical, social and spiritual needs of the Elizabethtown area community since 1969.

United Churches Elizabethtown Area  
PO Box 451  
Elizabethtown, PA 17022



- q. Is the initial contact at CPOW, manages voicemails and emails
- r. Maintains and orders supplies for 61,105 lobby and 2nd floor restrooms.
- s. Oversees the maintenance and inspection schedule of the Emergency Response Systems and responds to Emergency calls and Alarms
- t. Empties and maintains exterior waste bins and smoking receptacles and transports cardboard from licensees and UCEA programs to recycling center

2. Oversees Marketing, Public Relations and Donor Relations Functions

- a. Chairs the Marketing/PR/Donor Relations Committee
- b. Creates a Marketing plan
  - i. Manages Social media
  - ii. Manages Website
  - iii. Creates Print media
  - iv. Coordinates Events
- c. PR and Communications
  - i. Creates all press releases
  - ii. Works in collaboration with ECHOS staff
  - iii. Handles all inquiries from media
  - iv. Handles all printed materials
- d. Development/Donor Relations
  - i. Oversees donor relations processes
  - ii. Tracks all donor information, ensures completeness and up to date
  - iii. Tracks all donations - monetary and in kind
  - iv. Makes personal visits to selected donors
  - v. Creates monthly report for BOD
  - vi. Develops and executes an annual fundraising plan