



Redding Fashion Alliance, Inc.
Job Description: Executive Director

Mission Statement: The Redding Fashion Alliance is committed to improving the lives of Northern California citizens by mobilizing self-sufficiency and providing affordable access to fashion, sewing, and business education while encouraging the growth of the creative economy in order to foster a healthy, prosperous, culturally rich, and thriving community.

The Executive Director is responsible for overseeing the administration, programs, and implementing the strategic plan of the Redding Fashion Alliance. They are responsible for cultivating and embracing an inclusive community. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

Full Time, Salaried Position, with a salary range between \$55,000 and \$70,000 depending on qualifications and experience. Health and welfare benefits are not included, however, membership to Prestige Urgent Care will be provided.

GENERAL RESPONSIBILITIES

1) Board Collaboration: Works with the board in order to fulfill the organization's mission.

- Responsible for leading Redding Fashion Alliance 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 and Viability: Develops resources sufficient to ensure the financial health of the organization as well as a focus on finding and building future financial opportunities.

- Responsible for fundraising, grant writing, and developing other revenues and relationships necessary to support Redding Fashion Alliance's mission.
- Responsible for the fiscal integrity of Redding Fashion Alliance, including submission to the Board of a proposed annual budget and timely monthly financial statements, which clearly reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for informing the Board with monthly financial meetings, most often included as part of the monthly Board meetings unless a separate meeting is necessary.

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

- Responsible for strategic planning and implementation of Redding Fashion Alliance's programs that carry out the organization's mission.



- Responsible for the enhancement of the Redding Fashion Alliance image by being active and visible in the community and by working closely with other professionals, civic and private organizations. Professional communication is of the utmost importance.

4) Organization Operations:

- Responsible for the hiring and management of competent, qualified staff.
- Responsible for the effective administration of Redding Fashion Alliance operations.
- Responsible for signing all notes, agreements, and other contracts made and entered into and on behalf of the organization.
- Responsible for oversight of the retail space and recruiting sellers for the shop.
- Responsible for developing and implementing events and fundraisers.

Preferred Professional Qualifications: demonstrated with experience shown on application materials.

- Transparent and high integrity leadership.
- Five or more years of management experience including HR compliance preferred
- Experience working with a Board of Directors.
- Experience in the non-profit sector.
- High-level strategic thinking and planning. Ability to envision and convey the organization's mission and strategic future to the staff, board, volunteers, public, and donors.
- Demonstrated ability to oversee programs, and manage and collaborate with staff.
- A history of successfully generating revenue streams and improving financial results including fundraising and grant acquisition.
- Previous success in establishing relationships with individuals and organizations of influence including grant providers, partner agencies, and volunteers.
- Solid organizational abilities, including planning, delegating, program development, and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making, and reporting.
- Solid grasp of computer and technology skills. Including Square point of sale, Quickbooks (Intuit), Google Suite, Dropbox, Mac OSX, social media platforms, Zoom, and Microsoft Office.
- An appreciation of textile arts, design, and the role fashion plays in culture encouraged.
- Strong written, interpersonal, and oral communication skills.

*At least 50% of this job requires in-person interaction.

Please send a cover letter, resume, and professional references to Denise Yergenson, Board President: vergjemom@gmail.com before Feb 29, 2022.