



**Blue Ridge Institute Executive Director**  
**Job Description** (25 hours/week)

**TITLE:** Executive Director  
**SUPERVISOR:** Blue Ridge Institute Board of Directors  
**CLASSIFICATION:** Part-Time Exempt / Salaried  
**SALARY RANGE:** \$40,000 TO \$45,000  
**REVISION DATE:** November 5, 2021

**Organization Overview**

The Blue Ridge Institute (BRI or Institute) began in 1927 when a group of 56 dedicated people from throughout the southeast, who worked in what has come to be known as the field of social welfare or human services, came together at a YMCA Camp in the mountains outside of Asheville, NC. They had responded to an invitation from a small group of leaders in Richmond, Virginia who had a vision of a learning experience that would not only help to build leadership and professional skills but would also provide the opportunity for private and public agency leaders to learn from each other.

After 95 years, the Blue Ridge Institute continues to provide professional development for a diverse group of social change agents/human service professionals to recharge on a professional and personal level through an annual conference experience typically held in late July each year. Attendance is by invitation only. The conference format encourages attendance and participation by family and guests of BRI members. Conference attendance (including spouses, children and guests) averages 160 individuals annually.

The Institute is governed by a Board of Directors and carries out its work through a well-developed Committee Structure. Committees are coordinated by board members; committee membership is open to all BRI members.

**Diversity, Equity, and Inclusion (DEI) Statement**

The Blue Ridge Institute (BRI) is an organization committed to providing learning and renewal to community service professionals in order to create more effective leaders. Founded in 1927, BRI has weathered many storms in its history.

Over the last few years, we have committed and recommitted to fostering growth within our organization with a particular focus on diversity, equity and inclusion. The Board of Directors approved the creation of a Diversity, Equity and Inclusion Committee in 2019 to assist in holding us accountable to our commitment. Board leaders will work to lead the entire organization to more deeply commit to a focus on diversity, equity and inclusion.

The Blue Ridge Institute is often referred to as a family of choice. The annual conference aims to serve as a place we can retreat to for learning and renewal and for opportunities to build connections with friends and colleagues. It is a space where we aim to create safety and security for all who attend. As we connect throughout the year in a variety of ways, these same intentions are present. As racial inequities and injustices continue in our country, we strive to become more intentional about how we support and engage Ridgers whose identities are rooted in communities of color.

As an organization founded with a commitment to creating social change, we condemn the injustices and systematic racism woven into the fabric of our nation that has created the horrific tragedies of the recent weeks and years. Every single life that has been lost due to racism and white supremacy is deeply distressing. As we move forward in our work as leaders, we are committed to continuing the

conversations we have started around diversity, equity and inclusion and hope that all Ridgers will join in. We will continue to work together to deepen our conversations and actively oppose discrimination including racism. We must do better and we believe we can.

### **Position Overview**

As the face of the organization, the Executive Director (ED) of the Blue Ridge Institute (BRI) is charged with carrying out the vision and goals of the organization established in collaboration with the Board of Directors. This position is responsible for securing adequate funding to support the Institute in order to meet overall goals and objectives. The Executive Director, with support from the Board and Committees, will coordinate the annual weeklong BRI Conference. The ED will have responsibility for all areas of development and management of BRI with the support of an engaged Board of Directors and Committee Structure. This position will be primarily remote with the exception of Board and Committee meetings, a limited number of other in-person meetings as directed by the Board and the annual conference (in Southeast USA). Some weekend and evening work will be required throughout the year.

### **Position Duties and Responsibilities**

- Development
  - In collaboration with the Board of Directors and Development Chair, ensure there are sufficient resources to support the goals and objectives of BRI.
  - Research and develop/apply for funding opportunities including foundation/corporate grants, corporate and individual grants and sponsorships, and other funding options.
- Communication
  - Contribute to the content of BRI communications and assure their timely distribution.
  - Provide and staff a centralized phone number and email address for communication with board of directors, membership, speakers, and general inquiries.
  - In collaboration with Strategic Engagement Chair, provide ongoing administrative support of BRI's website and social media outlets.
    - Maintain relationship with website vendor and coordinate any needed updates.
    - Manage BRI FaceBook page, LinkedIn page, and other social media platforms.
  - Provide support to the member nomination and application process.
    - Attend networking and recruitment events as time and travel allows
    - Work with Recruitment Committee to ensure BRI application materials are up to date and readily available to interested participants.
- Finance
  - Assist the BRI Secretary/Treasurer with ensuring financial information is current and available for BRI Committee/Board Meetings as well as any financial related BRI communication to BRI attendees, sponsors, etc.
  - The ED works with the BRI Board of Directors to manage and develop the annual budget and ensure accuracy of all financial reports.
  - Work with the BRI Secretary/Treasurer to ensure any needed information is available.
  - Assist BRI Secretary/Treasurer with communication to BRI attendees on an as needed basis
- Legal/Governance
  - Maintain and file all required state and federal forms and reports.
  - Ensure IRS-990 is completed, shared with Board leadership and filed by the appropriate deadline.
  - File "Annual Report" for the State of Tennessee.
  - Complete/maintain paperwork for appropriate Charitable Solicitation License.
- Strategic Planning
  - In collaboration with the Board of Directors and/or designated committee, ensure the organization has a current and relevant Strategic Plan/Direction to guide annual duties and responsibilities of staff and committees.
- Support to BRI Board and Committees

- Provide assistance and support to the Board of Directors, committee chairs and Youth Leadership Academy faculty.
- Provide support to the BRI President to ensure the President can carry out their BRI duties effectively.
- Assist special committees & task forces with communications and projects on an as-needed basis.
- Membership
  - Help develop and enact the vision of BRI membership benefits.
  - Work with BRI Board to set, and achieve annual and long-term membership goals.
  - Work with Recruitment Committee and BRI leadership to meet annual membership growth goals.
  - Liaise with BRI members during the Annual Conference and throughout the year.
- Annual Conference Planning and Logistics:
  - Work closely with each Committee Chair to coordinate conference plans and tasks.
  - Coordinate and assist Board President, Committee Chairs and others to plan, organize and carry out all conference logistics, including securing conference venue, speakers, and vendors.
  - Attend and provide staff support for the Blue Ridge Institute Conference, typically the last week of July each year, including onsite venue and vendor support, coordination of overall event in collaboration with the Board President, and assure provision of supplies and materials for the success of the conference.
  - In collaboration with President and Committee Chairs, ensure the Conference Program Book and other Conference materials are ready for distribution.
- Supervisory/Management Duties
  - Supervise other staff as applicable, including conducting annual performance evaluation, as well as the work of other contracted individuals or vendors.

### **Position Qualifications**

- Knowledge of non-profit organization rules and regulations.
- Experience in the non-profit sector and/or association management a plus.
- Demonstrated finance and accounting knowledge.
- Fundraising experience including grant writing.
- Conference/Meeting Planning experience.
- Proficiency with Quickbooks, Microsoft Office Software & Google Docs. Experience with database management a plus.
- Excellent written and oral communication skills, as well as, strong planning and organizational skills.
- Should be friendly, outgoing, creative, flexible, have initiative and willingness to work with a diverse group of leaders located throughout the United States.
- Must possess strong relationship building skills and have ability to lead other leaders

### **Physical and Mental Requirements and Working Conditions**

- Must be able to set and organize own work priorities, and adapt to them as they may change frequently. Must be able to work concurrently on a variety of tasks/projects in an environment that may be stressful with individuals having diverse personalities and work styles.
- Must possess the ability to comply with Blue Ridge Institute policies and procedures.
- Must be able to communicate frequently, in person, video-conference and over the telephone with people in a number of different locations.
- Manual dexterity is needed to operate a keyboard.
- Ability to concentrate, meet deadlines, work on several competing priorities and projects and adapt to interruptions.
- Blue Ridge does not maintain a physical location. Must be able to work remotely with consistent access to high-speed internet and own computer.

- Physical demands are representative of those found in a general office environment. Tasks involve moderate physical activity requiring some agility and dexterity, including periods of walking, standing or bending. Tasks may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 25 pounds).

This job description may not be all-inclusive. Employees are expected to perform all other duties as assigned by the BRI Board of Directors Any and all job functions and responsibilities are subject to modification.

I have read my position description. I understand the responsibilities and expectations of my job. Should I have any questions regarding the essential functions of my job at any time, I will immediately ask the Blue Ridge Institute Board President for clarification.

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Employee Signature

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Print Name

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Date

I have reviewed this position description with the above employee and thoroughly discussed all expectations and responsibilities.

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Blue Ridge Institute Board President Signature

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Print Name

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Date