



River Forest Community Center

Acting Executive Director

Job Description

Position Summary: The Acting Executive Director position is structured to provide a pathway to the Executive Director position. The Executive Director is the chief administrative and operational leader of the organization, responsible for strategic oversight, financial stewardship, personnel management, external relationships, and day-to-day operations. Reporting to the Board of Governors, the Executive Director ensures the organization's mission is carried out effectively while maintaining strong relationships with governmental entities, vendors, donors, and the community.

Key Responsibilities

Governance, External Relations & Government Liaison

- Keep the Board of Governors informed of relevant matters
- Serve as the primary liaison with the Civic Center, Township, and other governmental or quasi-governmental entities
- Represent the organization in external meetings, negotiations, and community partnerships
- Maintain compliance with applicable laws, regulations, and reporting requirements
- Calendar the meetings for the Board of Governors; circulate a draft agenda to Board members for input; generate meeting minutes
- Prepare and submit program reports, statistics, and assessments to the Board of Governors on a timely basis
- Maintain the official records of the Community Center
- Responsible for attending or sending a designated representative to Civic Center Authority and/or River Forest Township Board meetings
- Responsible for attending and representing as a spokesperson the Community Center at other governmental or community organization meetings

Facilities, Lease & Asset Management

- Lead lease negotiations and space procurement/ ensure that RFCC remains compliant with any existing lease
- Oversee contracts with third parties for gym and facility usage or delegate
- Manage gym use scheduling, access, and policies or delegate
- Oversee facility updates and repairs, security, and insurance coverage



Human Resources & Personnel Management

- Oversee payroll, benefits administration, and HR functions
- Manage employment contracts, personnel matters, and IDES-related issues
- Maintain employee personnel files and other confidential records
- Handle non-routine family and personnel communications with discretion and professionalism
- Work closely with Director of Early Childhood to provide support and stay abreast of issues relating to the program
- Prepare and present job descriptions to staff members outlining the responsibilities of the position
- Hire full-time and/or regular part-time staff or delegate the authority for hiring to the appropriate program supervisor
- Conduct an annual review of RFCC supervisory employees and make recommendations for appropriate compensation to the Board of Governors
- Ensure the Community Center complies with applicable federal, state, and local employment laws and regulations
- Maintain ongoing communication with Community Center staff to keep aware of current developments and changes within program schedules

Financial Management & Accounting

- Oversee accounting functions, bill pay, and vendor payments
- Ensure accurate financial reporting to the Board and stakeholders
- Develop and manage budgets in alignment with organizational priorities
- Ensure tax filings, tax obligations, audits and licensing are current

Fundraising, Development & Grants

- Support fundraising strategy, donor relations, and development initiatives
- Identify, apply for, and manage grants
- Support special events that advance fundraising and community engagement

Vendor & Contract Management

- Manage vendor relationships and negotiate service contracts or delegate as appropriate
- Oversee insurance policies and risk management
- Ensure compliance with contractual obligations and cost controls
- Keep the Board of Governors informed of equipment and supply purchases

Communications, Marketing & Public Presence

- Oversee website content, communications, advertising, and promotional activities
- Ensure consistent messaging aligned with the organization's mission and values
- Support outreach related to programs, events, and facility usage



Special Events & Programming Support

- Plan and oversee special events in coordination with staff, vendors, and volunteers
- Ensure logistical, contractual, and financial components of events are managed effectively

Qualifications

- Bachelor's degree preferred; Associates Degree and relevant work experience will be considered
- Leadership experience in nonprofit, governmental, or community-based organizations
- Demonstrated experience with financial management, HR, and facilities oversight
- Strong negotiation, communication, and relationship-building skills
- Ability to manage complex operations with discretion, sound judgment and the highest standards of ethics and integrity

Core Competencies

- Strategic leadership and operational execution
- Financial acumen and accountability
- Personnel and stakeholder management
- Contract negotiation and risk management
- Community engagement and organizational representation
- Ability to work cooperatively with all Community Center staff members, families and the Board of Governors
- Highly organized and self-motivated
- Computer literacy required: Microsoft 365 Suite; QuickBooks experience or comparable

Physical Job Requirements

- The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.
- General office environment; while performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit (remain stationary within work area) and use hands and fingers to handle, feel and reach.
- The employee is occasionally required to move about (stand, walk). The employee must occasionally lift and/or transport up to 10 pounds. Correctable vision required for close, distance, and color vision capabilities.

The above job description is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Pay range: \$60,000- \$80,000 depending on experience and skillset

Bonus, promotion to Executive Director and raise eligibility determined by Board of Governors based on performance and finances of RFCC

Benefits overview: \$200 a month stipend in lieu of healthcare benefits