

**Keep Jackson Beautiful**  
**512 George St**  
**Jackson MS 39202**  
**601-953-1123**

[Keepjacksonbeautiful.org](http://Keepjacksonbeautiful.org)

### **Executive Director**

**Summary:** Administers and directs all programs, financials, public relations, fundraising, and personnel activities for the organization and is responsible for the Administrative affairs of Keep Jackson Beautiful.

**Job Description:**

- Oversee grassroots community program to promote litter prevention, beautification, community involvement and solid waste minimization and manage the day-to-day operations of the organization.
- Maintain and train board of directors for continued operation of non-profit organizations.
- Assist in the development and implementation of strategic plans.
- Develop relationships with government agencies, school districts, businesses, civic associations, and media in order to encourage participation in community workdays.
- Represent the organization and its committees at meetings, forums and workshops.
- Develop and interpret policies and procedures for program, projects and events.
- Develop programs for public awareness, fund development, education and special events.
- Oversee the administration of the annual budget including grants and contracts.
- Responsible for all aspects of human resources including payroll and benefits of employees.
- Coordinate and promote relevant Keep America Beautiful programs.
- Prepare annual and semiannual reports to maintain certification in local, state, and national programs including conducting annual cost/benefit analysis and litter index.
- Maintain knowledge of and relationships with industries and associations to be responsive to emerging trends that impact the organization, preparing position papers and support material for volunteers.
- Travel to conferences and meetings as required.
- Prepare annual fundraising event.
- Perform administrative duties for the organization including preparing correspondence, maintaining database, preparing reports, and answer the phone.
- Coordinate volunteer needs and assist with special and ongoing projects.

- Works in collaboration with the Board and community groups to achieve organizational goals/objectives.
- Responsible for the fundraising campaign including sponsorship, corporate giving, foundation and state agency grants, and special events.
- Develop public relations and media events for the organization.
- Design and maintain a (marketing materials not just website) website for the organization (facebook page). Instagram and Twitter, Nextdoor

#### Requirements and skills

- Master's degree in public administration, business administration, or a related field, and two years of experience managing an association or department and supervisory experience.
- Or, Bachelor's degree and four years of experience in volunteer management.
- Operate a personal computer, using word processing and spreadsheet software, demonstrate ability to maintain computer database records, exceptional abilities in oral and written communications, ability to work with public and private entities, and ability to coordinate multiple tasks. Ability to stoop and squat, lift and maneuver 30 pound boxes. Maintain appropriate driver's license applicable to job responsibilities and have a good driving record.