



**Serious JuJu** *is an indoor skatepark.*  
**We** see, feed and strengthen kids.  
**We** celebrate skateboarders.  
**We** serve Christ.

## **Serious JuJu Executive Director**

The role of the Executive Director is to further the mission of Serious JuJu. This is accomplished through direct interaction with skateboarders, their families, volunteers, donors and the surrounding community. The Executive Director coordinates the faith development of those participating with Serious JuJu. The Executive Director is to ensure that the administration and programs of Serious JuJu are executed. Additional key duties include fundraising, marketing, and community outreach.

### **RESPONSIBILITIES**

#### **1. Leadership and Collaboration:**

- Lead the organization in a manner that promotes and furthers its mission and implement its policies and procedures
- Communicate effectively in a timely and accurate manner with the JuJu community for collaboration and function of operation and vision

#### **2. Organization Operations:**

- Maintain a regular programming schedule for the indoor skatepark
- Oversee and implement marketing via social media, bi-annual newsletter, email and other communication efforts to skaters, their families, donors and volunteers
- Recruit, train and direct competent and qualified volunteers and staff
- Create and implement training program for volunteers and staff
- Recognize and thank donors
- Connect members of the JuJu community to appropriate resources

#### **3. Mission and Strategy:**

- Initiate and maintain relationships with the Serious JuJu community
- Develop, communicate, and evaluate creative thematic elements that inspire excitement for the mission and ministry of Serious JuJu
- Implement programs and events that build partnerships that carry out the organization's mission

- Work with the board to develop a **5-year Strategic Plan** to ensure that the organization can successfully fulfill its mission into the future

#### **4. Financial Performance and Viability:**

- Provide for the ongoing fiscal integrity of Serious JuJu
  - Prepare an annual budget
  - Create an annual fundraising plan necessary to support Serious JuJu's operations
  - Provide the treasurer with monthly spending updates to integrate with treasurer's report to the board
- Provide sound fiscal management
  - Operate within the approved budget
  - Ensure maximum resource utilization
  - Maintain a positive financial position

*Please send resume and cover letter to [seriousjjuboard@gmail.com](mailto:seriousjjuboard@gmail.com) by April 4, 2022*