

Daniel Payne Legacy Village Foundation, Inc.  
Birmingham, AL

Job Description: Executive Director of the Daniel Payne Legacy Village Foundation, Inc. (DPLVF)

Reports To: Presiding Prelate of the 9th District of the African Methodist Episcopal Church and the Daniel Payne Legacy Village Foundation Board of Directors.

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**PRIMARY DUTIES AND RESPONSIBILITIES:**

- 1. Engage in strategic planning with the Daniel Payne Legacy Village Foundation Board of Directors, and other selected specialists to expand and promote the “Brand” and the evolution of the Daniel Payne Community Plaza.**
- 2. Solicit and secure revenue from fundraising campaigns, corporate foundations, sponsors, grants, donors, individuals, and/or groups. Design and utilize resources, documents, and media sources as mechanisms for these outreach initiatives.**
- 3. Implement programs, host events, and ministries that are aligned with the goals and objectives adopted by the Daniel Payne Legacy Village Foundation Board of Directors and the 9th District of the African Methodist Episcopal Church.**
- 4. Oversee marketing and recruitment of partnerships for effective utilization of the Daniel Payne Community Plaza for a multiplicity of wholesome events and activities which will produce a revenue stream and earned income.**
- 5. Promote the Daniel Payne Community Plaza as a part of the Birmingham philanthropic, nonprofit services, and convention/tourism community.**
- 6. Create connections and strategic alliances with constituents to include but not limited to: community leaders, public officials, nonprofits and service agencies, donors, churches and others with a vested interest in the success of the community and programs to enhance the spiritual, physical, and social/emotional needs of all people.**
- 7. Establish and implement policies and procedures governing the use of the facility for rental and the leasing of spaces for ministries, special events, or business uses. Prepare a schedule of cost for use and all logistics associated with rental of space, guest services, and other requirements for use of facility, i.e., liability insurance, personnel needed to support the guests and/or tenants (police or security), etc.**

- 8. Plan with personnel for the total operation of the Daniel Payne Community Plaza to include, but not limited to, maintenance, cleanliness, scheduling events, execution of rental contracts, emergency evacuations, and routine drills. Establish procedures and relationships to facilitate use of local agencies as needed, i.e., fire department, police, ambulance service, cleaning services, etc.**
- 9. In collaboration with the staff, plan and prepare an annual budget for the Daniel Payne Legacy Village Foundation Board of Directors' approval. Prepare and present a financial report at each Daniel Payne Legacy Village Foundation Board Meeting.**
- 10. Manage and expend all revenue in accordance with standard accounting guidelines. Arrange for an annual audit of all finances and review all findings with the Daniel Payne Legacy Village Foundation Board of Directors.**
- 11. Confer with the attorney for the Daniel Payne Legacy Village Foundation Board of Directors to ensure that all contracts are legal and contain the required language for the protection of the clients, staff, and the Board of Directors.**
- 12. Make personnel recommendations to the Daniel Payne Legacy Village Foundation Board of Directors for approval prior to hiring or dismissing staff. Supervise all staff and personnel in compliance with the Daniel Payne Legacy Village Foundation Bylaws and in compliance with current federal, state, and local regulations.**
- 13. Monitor job performance routinely: plan and conduct staff and personnel evaluations semi-annually to include a report to the Daniel Payne Legacy Foundation Board of Directors.**
- 14. Use Standard Accounting procedures to record all funds received and expended and maintain these records for review by the Daniel Payne Legacy Village Foundation Board of Directors and/or designee.**
- 15. Secure surety bonds for all persons who are directly involved with the handling of funds.**
- 16. Keep the Board of Directors informed and aware of any potential development that will need their action. Make a concerted effort to maintain open and functioning two-way communications with the Daniel Payne Legacy Village Foundation Board of Directors, and avoid "surprises".**
- 17. Provide overall leadership, assignments, and supervision of staff and volunteers for successful daily operation of the Daniel Payne Community Plaza. Make sure appropriate background screenings are conducted before any assignments are made and/or assumed.**
- 18. Ensure that Daniel Payne Legacy Village Foundation, Inc., is following all guidelines related to Covid-19 as prescribed by the CDC, state officials, local officials and the African Methodist Episcopal Church Health Commission.**

## POSITION QUALIFICATIONS

**Education:** An undergraduate or graduate level degree in business and/or finance is required, a certification in fundraising is most desirable

**Experience:** A proven record of five years or more of fundraising, grant research and grant writing related to grant acquisitions

Ability to develop programs that will meet the needs of the community and to generate income to support and enhance the programs while creating a revenue stream for the organization

Organizational knowledge and skills to develop a strategic plan for full utilization of the facility in the form of rental of space for events and special activities

Evidence of budgetary and financial management experience and a successful record of accuracy and compliance with legal requirements of standard accounting procedures as described by the Internal Revenue Service and the Alabama Department of Revenue for nonprofit agencies

A leadership style that will optimize personnel management, staff effectiveness, and proper allocation of human and material resources

Must be able to work nontraditional hours, meet deadlines, honor timelines, schedules, and punctuality in all business matters and with all clientele

**COMPUTER SKILLS:** Proficient with Microsoft Office software suite and productivity tools, particularly Microsoft Word, Outlook, and Excel and be able to manage teleconferencing and virtual platforms

**SPECIFIC SKILLS:** Excellent oral and written communications; organizational and logistical knowledge; financial and budgetary management; ability to establish a positive rapport and interact effectively with diverse populations.

**CERTIFICATES & LICENSES:** *Certification in fundraising is most desirable; drivers' license is required;*

Other Requirements:

- *Proof of valid driver's license and automobile liability insurance (both need to remain current and a copy of each retained on file in the business office of Daniel Payne Community Plaza.)*
- ***A favorable ABI and FBI background check, drug screening, and credit check.***
- *Familiarity with federal, state, and local regulatory statutes for operation of a nonprofit organization.*
- ***A high level of trust and respect for the handling of sensitive and confidential information***
- ***Awareness of mandatory reporting regulations.***

**PHYSICAL DEMANDS:**

Physical Demands: Lift/ Carry // 10 - 100 lbs.

Standing / Walking / Sitting / Handling /

Fingering / Climbing / Squat or Kneel

Bending / Reach above shoulder

**Additional Information and Terms:** The qualifications, duties, and responsibilities represent the current requirements for the position of Executive Director. The Daniel Payne Legacy Village Foundation Board reserves the right to modify these requirements as deemed necessary. The list of duties and responsibilities should not be interpreted as an exhaustive list but a representative list of expectations. Changes may be made by mutual agreement of the Board of Directors and the Executive Director. There are no provisions for leave or vacation established at this time. Also, additional duties may be assigned by the Board in consultation with the Executive Director at any time after employment.

**WORK ENVIRONMENT:**

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including extreme temperatures, during day and night shifts. Work is often performed in emergency and stressful situations. The noise level in the work environment is usually quiet in office settings and moderate in other situations.

FLSA Status: Exempt

Work Schedule: Part Time

**Salary: Negotiable**

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Other (owner, president) Approval:* \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the duties of the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this position description and/or assign tasks for the employee to perform, as the company may deem appropriate.

Daniel Payne Legacy Village Foundation, Inc. does not discriminate on the basis of race, color, national origin, sex, disability, religion, veteran status, age, or other status protected by law in its hiring practices and activities.