



EXECUTIVE DIRECTOR POSITION DESCRIPTION

WinstonNet (www.winstonnet.org) is a community nonprofit (501c3) collaborative that leverages the resources and expertise of Winston-Salem/Forsyth County's (WS/FC) largest education and government entities to increase access to and adeptness with information technology. The goal is to foster economic and community development in WS/FC with a primary focus on driving Digital Equity and Digital Inclusion to close the digital divide. The Executive Director reports to the Board of Directors and is responsible for building programs and procedures to meet the requirements of the position, the mission of the WinstonNet, and the goals of the organization as set out by the Board of Directors. This position is part-time and has no direct reports.

Primary Responsibilities

- Responsible for the day-to-day operations of all aspects of the organization including program development and oversight of network of community computer labs, financial management and compliance, institutional development (fund raising), representing WinstonNet to the Public, and liaison to the Board of Directors.
- Manages and oversees outsourced technical support operations for the 25 computer labs. Analyze lab utilization to identify low performing labs and work with lab partners to increase utilization.
- Plans and executes fund raising strategies with the Board of Directors to support program operations. Solicit funds from individuals, corporations, foundations, and government entities in the forms of donations and grants. Where appropriate and with the support of the Board, the Executive Director will originate, investigate, and implement ideas for sponsorships to generate income to support programs and operations.
- Provides project management and oversight for all grant funded programs.
- Ability to build relationships and networks across broad constituencies. The ED is a connector in the community, continuously looking for opportunities for WinstonNet to collaborate to create awareness and increase digital inclusion in W-S/FC.
- Coordinates monthly Board of Director and Executive Committee meetings including preparing agendas and reports for planning and prioritization purposes, and to review progress and attainment of goals.
- Ensures the WinstonNet complies with all federal, state, and local regulations and laws for a non-profit.
- Manages /oversees WinstonNet's budget and bookkeeping functions. Responsible for depositing all checks and preparing all invoices for Board Treasurer's approval and processing.
- Responsible for accurate and complete recordkeeping for operational and audit purposes.
- Principal liaison for the annual audit and IRS filings.

Qualifications:

- Bachelor's degree or equivalent relevant experience
- Good digital skills and familiarity with tech language
- Demonstrated transparent and high integrity leadership



- Experience and skill in working with a Board of Directors and Committees
- Strong organizational abilities: planning, program development and project management
- Ability to establish successful relationships with individuals, organizations, funders, partners, and volunteers
- Skills to manage financials: budget prep, analysis, decision making and reporting;
- Preferred: Three or more years of senior nonprofit management experience

Work Schedule: Work hours are flexible and average 20-30 hours per week, dependent on currently funded community projects and subject to the direction of the Executive Committee.

Please email cover letter and resume to: Jim DeCristo – decristoj@uncsa.edu