1. Leadership, Supervision and Program Oversight (estimate 35%):
   • Ultimately responsible to the Board of Directors (BOD) for successful operations; insuring priorities are accomplished, whether by delegation or by direct personal action.
   • Facilitates goal-driven leadership:
     o Works closely with the Board to establish annual and 3-year goals and objectives for finances, programs, staff, operations, and other relevant elements;
     o Leads the organization in accomplishing these goals and objectives.
   • Provides oversight and support for all programs, activities, and special events.
   • Oversees facilities management:
     o Ensures safe and effective facilities operations;
     o Develops and implements the maintenance plan and schedule.
   • Supervises all permanent positions.
   • Manages workforce for maximum efficiency.
   • Fosters teamwork.
   • Promotes staff development.
   • Identifies and pursues program expansion and new program development in response to community needs and as resources allow.

2. Financial Management (20% estimate):
   • Develops annual and 3-year goals-driven budget.
   • Monitors and manages the budget to ensure financial stability while achieving annual and 3-year goals and objectives.
     o Monitors cash flow;
     o Works closely with RFR accountant and Treasurer;
     o Keeps the Board of Directors apprised of financial status, including potential issues of concern as soon as they emerge.
   • Implements the school lease.
   • Addresses other financial elements as they arise.

3. Capacity Building (20% estimate):
   • Develops and implements a sustainable financial strategy, including a capital improvement program.
   • Proactively pursues and secures funding from a broad range of potential income sources including, but not limited to:
     o Expanded memberships;
     o Grants;
     o Special events (e.g. Point to La Pointe);
     o 1% for Recreation;
     o Fundraising activities;
Donors;
Endowments.

4. Communications and Community Relations (estimate 15%):
   Maintains effective business relationships with the Bayfield School Board, School
   leadership, and relevant faculty to advance common goals and priorities.
   - Reaches out to foster trust and inclusion among all community members and RFR
     customers.
   - Establishes and documents a client management program to ensure long-term continuity.
   - Oversees the use of social media and the website:
     - To promote communication about RFR activities, programs and opportunities;
     - To seek community feedback;
     - To portray a professional and responsive organization.
   - Handles complaints.

5. Board Relations (estimate 10%):
   - Responds to Board direction as requested.
   - Provides routine reports, seeks Board feedback, and reports back on follow-through.
   - Proactively communicates on emerging issues of concern.
   - Fosters open and trusting interactions with the Board.
   - Routinely engages individual board members and the entire board to leverage expertise to
     attain the goals of RFR.
   - Supports board recruitment and retention to represent the full range of RFR customers
     and build capacity to advance RFR’s goals.