



# AmeriCorps St. Louis

*See the Need, Meet the Need*



1315 Ann Avenue · St. Louis, MO 63104 · (314) 772-9002 · acstl.org · admin@americorps-stl.org ·

## **AMERICORPS ST. LOUIS - EXECUTIVE DIRECTOR**

Type: Full Time - Exempt  
Location: 1315 Ann Ave, St. Louis, MO 63104  
Reports to: Executive Director  
Benefits Eligible: Full per Staff Policies

### **ORGANIZATION DESCRIPTION**

Founded in 1994, AmeriCorps St. Louis (ACSTL) is a 501(c)3 non-profit organization engaging annually about 40 full-time AmeriCorps National Service Volunteers in community service. Over 27 years, ACSTL boasts more than 1,200 AmeriCorps alums. Regularly, ACSTL Members travel throughout Missouri and other states completing service projects in partnership with government agencies and nonprofit organizations. In times of crisis or disaster, ACSTL is an available resource to support local, state, and national response services. In addition, ACSTL provides outreach and support services for unhoused neighbors in the St. Louis area. ACSTL has a nine-member Board of Directors and a dedicated staff of five full-time employees.

The MISSION of AmeriCorps St. Louis is to enhance the professional skills and life-long ethic of those who serve; to respond to critical unmet needs in the areas of emergency response and environmental conservation; to leverage service of volunteers; and to build the capacity of our partnering agencies and communities we serve.

### **POSITION DESCRIPTION**

The Executive Director is the leader responsible for all organizational finances, operations, and personnel. The Executive Director serves as the conduit to the Board of Directors and supports the organizational planning and implementation of all aspects in support of ACSTL's mission.

### **RESPONSIBILITIES**

- Serve as leader of AmeriCorps St. Louis and liaison to Board of Directors
- Collaborate with Board of Directors and Staff to develop and implement organizational strategy
- Lead ACSTL's programs, projects, Staff and Members in fulfillment of organizational mission.
- Develop annual budget and manage program financial oversight
- Cultivate community relationships to strengthen ACSTL's visibility and impact
- Actively engage stakeholders to effectively connect interests with ACSTL's vision and goals.
- Increase revenue opportunities through grants, partnering organizations, and sponsored projects
- Support grant renewals and grant applications to secure resources and to provide for program continuity
- Evaluate programs and expand programs into existing and emerging markets
- Assess program quality through the monitoring of processes, delivery of demonstrable results, and implementation of continuous improvement plans
- Review and approves hiring, training, evaluation, and dismissal of staff
- Manage the development and implementation of internal policies and procedures to provide for effective financial, facility, human resources, and risk management
- Oversee the maintenance, safety, and security of AmeriCorps St. Louis facility and inherent assets



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## **QUALIFICATIONS**

- Experience in nonprofit management, project management, relationship building, fundraising, and/or strategic planning in the nonprofit sector.
- Experience working effectively toward mutual outcomes with staff, volunteers, and stakeholders across wide ranging skills, communication styles, and interests.
- Strong interpersonal and public communications skills, written and verbal.
- Ability to network effectively to identify and develop partnership opportunities.
- Knowledge of, and enthusiasm for the principles and practices of individual and program development.
- Proficiency in financial stewardship, data management, Microsoft Office, and Google Suite.
- Demonstrated leadership experience.
- Graduate degree preferred.

## **DESIRED COMPETENCIES AND CHARACTERISTICS**

Demonstrable leadership and empathy; attention to detail; dependability and integrity; initiative and willingness to take on responsibilities and challenges; cooperative work style; outgoing and entrepreneurial spirit; honest and ethical; pleasant and positive attitude; accepting of and willing to offer constructive criticism; deals calmly and effectively with stress; strong self-awareness and emotional intelligence; strategic thinking; deductive and inductive reasoning; knows when to apply rules to specific problems to produce practical answers.

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## **SITE CONDITIONS**

This position is required to sit, stand, walk, speak, and hear, balance, stop, kneel, or crouch on an infrequent basis. They must be able to operate a computer and drive a program vehicle. Reasonable accommodations may be made for qualified individuals to perform the essential functions. Regular Schedule: Monday – Friday, flexible 40-hour work-week; occasional weekends or evenings as needed.

## **COMPENSATION AND BENEFITS**

- Salary between X-X, commensurate with experience
- 10 Vacation Days, 6 Personal/Sick Days, 14-Day Program Winter Break
- Professional Development Opportunities
- Medical/Dental/Vision Healthcare Package & Disability/Life Insurance
- Retirement with Employer Contribution

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ACSTL is committed to building a culturally diverse team and fostering an environment of respect and inclusiveness amongst all regardless of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against those who oppose discrimination and harassment or who participate in an equal opportunity investigation. Candidates of diverse backgrounds and ACSTL alums are encouraged to apply.



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While this position description describes the general nature and level of work, it is not an exhaustive list of all responsibilities, duties and skills required. All positions at ACSTL may require additional duties as needed.

ACSTL is committed to ensuring a safe environment for our staff, partners, and visitors. All staff and Members are required to be fully vaccinated (which includes a booster, when eligible) against COVID-19 unless an exemption required by law is applicable.

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## **TO APPLY**

- Send Cover Letter, Resume, and Contact Information for 3 Professional References to Kelley Hower – (admin@americorps-stl.org) subject line “Executive Director – Applicant.”
- Cover Letter should include a response to the following: Share an experience of serving effectively with a diverse group of partners/communities to accomplish successful programming, in a professional or volunteer role.

Applications are reviewed on a rolling basis and the position is open until filled. Priority is given to early applicants.