



Mary Anderson,
*Interim Executive
Director*

Lorraine Merrill,
Founder

**Board of
Trustees**

Julie Lyberger,
President

Robin Langlais,
Secretary

Nancy Sandlin,
*Treasurer/Fiscal
Officer*

Susan Cramer

Ellen Arena

Darlene Corfman

Deborah Frost

Executive Director Search

One-year contract. Competitive part-time salary, commensurate with experience: \$25,000 to \$30,000.

Requirements

- » College degree
- » Management experience, non-profit preferred
- » Experience developing and working within budgets
- » Strong organizational skills, as well as written, verbal, and interpersonal communication
- » Personal computer application skills, including the Microsoft Office Suite and Google
- » Essential project management skills (problem-solving, organizational skills, calm demeanor)
- » Ability to screen and recruit appropriate staff as required
- » Comfortable serving as the public face of the organization
- » Experience in grant writing preferred
- » Love of the written word and fondness for quirky middle schoolers!

Job Description

- » Act as the public face of Power of the Pen
- » Work within existing organization
- » Work with Regional Directors to plan/schedule tournament season
- » Oversee invoices for payment by treasurer
- » Oversee work by Regional Directors, recruit new ones as required
- » Oversee work by vendors/consultants including website, trophies, printers, GASP
- » Attend board meetings (as non-voting member) and State Committee meetings
- » Research and develop new sources of funding including, but not limited to: corporate sponsorships, foundations, grants, publishers, etc. Develop materials used to apply for above funding requests*
- » Develop and implement goals for Power of the Pen, including new policies and procedures for approval by the State Committee and POP Board of Trustees
- » Report directly to POP Board or Board designee. Present a "Director's Report" for review by the State Committee and the Power of the Pen Board at designated meetings
- » Plan and oversee annual POP State Tournament including, but not limited to:
 - » Research and work with potential state tournament venues
 - » Prepare staffing lists
 - » Develop budget in coordination with POP Treasurer
 - » Work with contractors/vendors/suppliers
 - » Support the corps of volunteers and contractors, especially at State Tournament
- » Travel across the state of Ohio, as necessary, to fulfill job requirements.
- » Perform related duties as assigned

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*Some duties may be contracted or in-process for the upcoming tournament season. In this case, it is expected that the Executive Director collaborate with current designee.

Applicant must pass a security check. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Power of the Pen is a Smoke-Free, Tobacco-Free organization.

The intent of this description is to illustrate the types of duties and responsibilities that will be required of positions given this title and should not be interpreted to describe all the specific duties and responsibilities that may be required in any particular position. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Appointing Authority. Power of the Pen reserves the right to revise or change job duties, job hours, and responsibilities.

Interested parties, please submit resume to Mrs. Julie Lyberger, POP Board President at julie@powerofthepen.org. A formal review of resumes will begin on August 1, 2019 and will continue until the position is filled. The selected candidate will begin responsibilities on September 14, 2019.