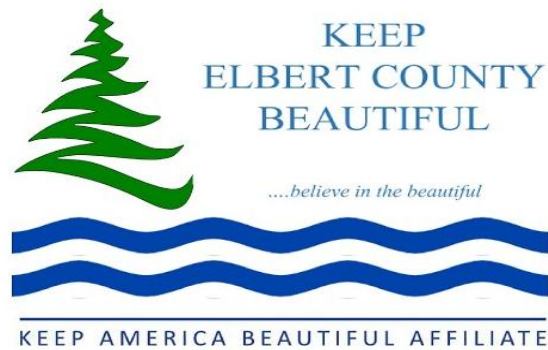




Executive Director – Keep Elbert County Beautiful, Inc.

Position Type: Part-Time (Flexible Hours)

Location: Elbert County, GA

Reports To: Keep Elbert County Beautiful Board of Directors

Position Summary-Keep Elbert County Beautiful, Inc. is seeking an energetic, community-minded leader to serve as our next Executive Director. This dynamic, part-time role administers and directs all programmatic, financial, public relations, and administrative activities for our non-profit organization. The ideal candidate is a self-starter passionate about grassroots environmental action, community beautification, and sustainability, who can effectively champion our mission across Elbert County.

Key Responsibilities

-Program Leadership & Community Outreach

- **Grassroots Programming:** Oversee and implement community improvement programs focused on litter prevention, beautification, waste reduction, and recycling for residents of all ages.
- **Relationship Building:** Develop and maintain strategic partnerships with local government agencies, the school district, businesses, civic organizations, and local media to drive event participation.
- **State & National Alignment:** Coordinate and promote relevant initiatives from Keep America Beautiful and the Keep Georgia Beautiful Foundation. Prepare and submit required certification reports, including the annual Litter Index.

-Administrative & Board Operations

- **Daily Operations:** Manage the day-to-day administrative affairs of the non-profit, including updating the organization's website and managing social media platforms.
- **Board Governance:** Support and collaborate with the Board of Directors to ensure organizational continuity, compliance, and strategic alignment.
- **Financial Stewardship:** Oversee the administration of the annual budget, including managing grants, membership drives, and both public and private donations.

-Public Relations & Engagement

- **Representation:** Serve as the primary face of the organization at public meetings, regional workshops, and community events.
- **Event Development:** Design and execute public awareness campaigns, fundraising initiatives, educational workshops, and special community events.
- **Industry Trends:** Maintain up-to-date knowledge of environmental and non-profit trends to ensure the organization remains responsive to the community's needs.

-Position Requirements & Qualifications

- **Passion for the Mission:** A genuine desire to improve the environment of Elbert County and enhance the quality of life for its citizens.
- **Communication Skills:** Strong oral and written communication skills, with comfort in public speaking, drafting professional emails, and grant writing.
- **Organizational Skills:** Proven ability to multitask, manage a flexible schedule, and work independently.
- **Technical Proficiency:** Solid computer skills, including experience with word processing, spreadsheets, and database management.
- **Community Collaboration:** Demonstrated ability to build relationships and work effectively with both public and private sector entities.
- **Logistics & Physical Requirements:** Must maintain a valid driver's license with a clean driving record. *Note: This role requires a willingness to work variable hours, including occasional evenings or weekends for community events, and participate in physical, hands-on volunteer labor (such as community cleanups).*

This part-time position is funded by the Elbert County Board of Commissioners. A job application is listed on elbertga.us

If you need more information about the position, please contact Keep Elbert County Beautiful at kecbeautiful@gmail.com or call 706-567-0481 and leave a message. All interviews and final decisions regarding this position will be made by Keep Elbert County Beautiful Board of Directors.