



## Ukrainian Educational and Cultural Center

### Executive Director

The Ukrainian Educational and Cultural Center (UECC) seeks an Executive Director to oversee operations in Jenkintown, PA and to develop and realize a vision for this respected Philadelphia area institution.

#### Executive Director Duties and Responsibilities

1. Ability to develop and implement strategies that will successfully promote the organization's mission and increase visibility
2. Cultivate comprehensive business plans aimed to realize the goals and objectives set by the Board of Directors
3. Identify potential sources of investment and organize fundraising efforts
4. Outstanding management skills to direct and oversee fundraising efforts
5. Aptitude for forging and maintaining fruitful relationships of trust with shareholders, stakeholders, and partners
6. Poise and strength of character needed to be the public face representing the organization, remaining ever mindful of the need to maintain good PR standing
7. Maintaining a solid understanding of the organization's overall health at all times
8. Ability to work well under pressure, take proactive measures against possible challenges, and resolve issues quickly, managing crises rapidly and effectively when necessary
9. Collaborate with the Board of Directors to identify, create and implement strategic plans to actualize objectives
10. Represent the organization at social and business events in ways that strengthen the mission and communicate the organization's message

#### Executive Director Requirements and Qualifications

1. Fluency in English and Ukrainian (written and spoken)
2. Familiarity with the local Ukrainian and larger community
3. Proven experience as Executive Director, or in other managerial position
4. Significant experience in developing and implementing successful strategies and plans
5. Proven success in fundraising and networking
6. Aptitude for analytical thinking, capable of creative solutions to solve problems thoroughly and rapidly
7. Impeccable organizational skills and leadership abilities
8. Exceptional oral and written communication abilities and public speaking skills
9. Preferred BA/BS or equivalent degree from an accredited higher education institution

Salary range starts at \$70,000

Visit <https://www.ueccphila.org/careers> for more information.

Interested parties should submit a resume and cover letter to [UECCdirector@gmail.com](mailto:UECCdirector@gmail.com).