

**SWEDISH CULTURAL CENTER**  
**Executive Director Job Description**  
*February 11, 2011*

The Executive Director of the Swedish Cultural Center (SCC) will report to the Board of Directors and work closely with the Executive and Building Committees of the Board. The primary role of this position is to oversee the administrative, business operations and facilities management of the Swedish Cultural Center and support its mission:

*To promote better understanding between the United States and the Nordic countries, with emphasis on Sweden, and to perpetuate Nordic culture and traditions through the teaching, observance, practice and celebration of this culture and its traditions.*

**Positions Reporting to the Executive Director:**

- **Operations Manager (0.75 FTE) (NEW POSITION) TBD**
  - Direct reports: Facilities Manager (0.75 FTE) Eric Verke and Facilities Specialist (0.75 FTE) TBD
- **Administrative/Rentals Coordinator (0.70 FTE) TBD**
- **Occasional Employees (0.2)**
- **Contract Accountant (Deborah Asavarahapun) and Contract Bookkeeper (Jason Asmonson)**

**Specific Job Duties**

**1) Manage operations and facilities**

- A. Coordinates and oversees overall operations schedule
- B. Oversees the rental business through supervision of Administrative/Rental Coordinator and Operations Manager *Tenant relations*
- C. Consults regularly with the Operations Manager (and Facility Manager)
  - Communicate changes in operations schedule/calendar with the Facilities staff
  - Discusses and problem solves facility issues and other needs that arise
- D. Meets monthly with the Building Committee of the board to assess building issues and possible solutions *Supports executive & Board Committee as required*
- E. Coordinates with vendors or contractors regarding any repair/renovation efforts underway, in consultation with the Ops Manager (and Facilities Manager) and the Building Committee of the board
- F. Completes punch list on any repair/renovation efforts with contractors to ensure jobs

**2) Oversees administration and the business side of SCC**

- A. Oversees work of the Coordinator to ensure smooth operations of the office *Req ops -*
- B. Supervises staffing: Through weekly scheduling and emergency adjustments, ensures office and facilities staffing is in place to meet operational requirements
- C. *Oversee* ~~Manages~~ bar operations

- D. Oversees personnel management
- Directly supervises the Operations Manager, Administrative/Rental Coordinator, Occasional employees and Contract Accountant and Contract Bookkeeper
  - Handles personnel issues that impact all staff. Consults with the Board Executive Committee on personnel matters
  - Ensures appropriate and confidential handling of personnel matters and required employment documents (i.e. I9 forms)
  - Reviews and signs payroll timesheets

- E. Oversees licensing/risk management ~~issues on an interim basis~~
- Ensures all organizational licensing, inspections, registration, registration and tax requirements are kept current and that SCC remains in compliance with all licensing and regulatory requirements, including but not limited to:
    1. Alcohol licensing
    2. Building inspections
    3. Gambling license (raffles)
    4. 990 Tax Returns
  - Maintains relationship with legal counsel

- F. Oversees financial/business transactions *Financial Ops - Fiscal Mgmt + Compliance*
- Supervises work of Operations Manager and Administrative/Rental Coordinator and contracted bookkeepers to ensure appropriate and timely handling of all accounts receivable and account payable items.
  - Meets with bookkeepers weekly to review any financial issues/questions
  - Reviews monthly financial statements with Treasurer to keep board advised on pertinent financial matters
  - Works with Treasurer, Coordinator and bookkeeper on any pertinent banking issues
  - Reviews and sign bi-weekly payroll *Fiscal Mgmt/*

*Relationship*

**3) Works closely with the board of the Swedish Cultural Center**

- A. Works with the board directly as needed on financial, administrative, operational, marketing and community relations activities
- B. Works with appropriate board committees as requested
- C. Provides a monthly report on administrative/operational activities to the board

**4) Cultural Program Development and Implementation**

- A. Member Management and Relations
- B. Communications/Advertising/Media Relations
- C. Program Development and Implementation
- D. Community Relations
- E. Volunteer Recruitment and Development