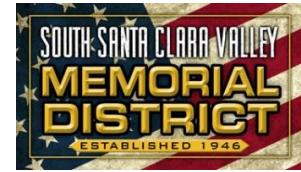




74 West Sixth Street #A, Gilroy, CA 95020  
408.842.3838  
[www.GilroyVeteransHall.org](http://www.GilroyVeteransHall.org)  
[www.SSCVMemorialDistrict.org](http://www.SSCVMemorialDistrict.org)



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**South Santa Clara Valley Memorial District  
(DBA: Gilroy Veterans Hall)**

**Job Description**

**Title:** EXECUTIVE DIRECTOR

**Reports to:** Board of Directors

**Status:** Non-exempt, part-time

**Location:** Gilroy, CA

**Hourly rate:** \$35-\$50

**Hours:** 10-20 per week

**OVERVIEW:**

Show your patriotism and work part-time at the South Santa Clara Valley Memorial District (SSCVMD), a quality, first-class event venue for all active duty and veterans of the armed services, as well as civilians in the community. The SSCVMD, owner and operator of the Hall, is seeking qualified candidates for Executive Director. The Executive Director will ensure compliance with all federal and state laws, will prepare for monthly Board meetings, and will oversee the general operations of the facility.

This is a great part-time or secondary job with a combination of flexible hours and scheduled events which may occur on any day of the week. Qualified candidates must be 21 years or older and will be required to pass a background check upon contingent hiring. Hourly rate is \$35 - \$50 for 10-20 hours per week, depending on experience and qualifications. SSCVMD is an Equal Opportunity Employer. Proof of eligibility for employment required upon hire.

**ESSENTIAL JOB FUNCTIONS:**

- **Human Relations:** Manage employees on a day-to-day basis. The District's staff includes the Rental Manager, the Facilities Maintenance Coordinator, and the Security / Event Staff.
- **Government Compliance:** Complete and file necessary forms. Coordinate Board training, such as ethics and anti-harassment training; Form 700 (Statement of Economic Interests), Form 470 (Officeholder and Candidate Campaign Statement), Government Compensation Report, GANN Limit, Conflict of Interest.
- **Financial Management:** Deposit rental income and donations, process and pay invoices, prepare warrant list and financial reports, prepare for the annual audit by the outside CPA firm, prepare the annual budget, and process the bi-weekly payroll. Develop and manage a capital improvement plan.
- **Facilities Maintenance/Construction Management:** Manage and coordinate day-to-day maintenance, as well as capital improvement projects. The kitchen remodel project is expected to happen within the fiscal year July 2024 to June 2025.

- Events and public relations: Oversee the annual Gilroy Veterans Day parade and other Veteran events. Meet with community organizations to create awareness of Veteran's issues and to advertise the Hall's rental services.
- Information Technology: Manage and oversee outside IT vendors and volunteers.
- Assist Veterans with finding resources for support and benefits through the Department of Veterans and Affairs.
- Manage and oversee the bi-annual public election of the Board of Directors.
- Must be able to lift up to 50lbs
- Must be available to work weekdays and some weekends for events
- Must be punctual and reliable
- Maintain high standards for safety and cleanliness in all areas of the property

#### **REQUIRED EDUCATION, KNOWLEDGE, SKILLS AND COMPETENCES:**

- Must be able to communicate clearly in English (bilingual applicants encouraged).
- Intermediate computer knowledge required (Microsoft Word, Microsoft Excel, QuickBooks Online, etc.)
- Being a team player is essential
- Must possess superior hospitality, organizational, time management and customer service skills.
- Ability to effectively deal with the public and rental guests, some of whom will require high levels of patience, tact and diplomacy to defuse anger, collect accurate information and resolve conflicts.
- Problem solving skills and deductive reasoning abilities
- Maintain a professional, neat and well-groomed appearance.
- Ability to work independently
- Must have earned a four-year college degree in business or a related field or have the equivalent work experience in lieu of a degree.
- At least five years of management experience, preferably in a government and/or non-profit environment.
- Prior military experience preferred but not required.

#### **INSTRUCTIONS**

Download a General Application at <https://www.sscvmemoriatedistrict.org/the-district> under Job Openings and email a completed application to [KPowell@LoganPowell.com](mailto:KPowell@LoganPowell.com) with the subject line SSCVMD Executive Director Application. We will review your application and contact you on the status of your application.

*Applicants with disabilities may contact the South Santa Clara Valley Memorial District's attorney via telephone, e-mail, and other means to request and arrange an accommodation. If you need assistance to accommodate a disability, you may request an accommodation at any time. Please contact Kirsten Powell at (408) 402-9542 or [KPowell@LoganPowell.com](mailto:KPowell@LoganPowell.com).*