

Response, Inc.

Title: Executive Director

Reports to: Board of Directors

Full-Time Exempt

Basic Functions:

- Directs the overall activities of a domestic and sexual violence nonprofit program
- Manages the day to day operation of the agency, including supervision and leadership of the staff
- Work involves planning, implementing, evaluating and administering all phases of the program to ensure program effectiveness
- Work includes grant writing, administration and management (both program and financial management)
- Work is carried out in accordance with policies and guidelines established by the board of directors
- Directs and is responsible for all staff

Duties & Responsibilities:

Administrative

- Plans, directs, and coordinates programs to ensure all goals and objectives of the organization are accomplished in accordance with prescribed priorities, funding conditions and limitations. Ensures all programs are within the mission of Response, Inc.
- Manages the assets of Response, Inc., keeping the board apprised of changes
- Supervises, directs and oversees program management, personnel, financial affairs, services, and policy implementation
- Researches private and public funding sources and writes grant proposals
- Prepares proposals, submits reports and evaluations, and serves as a project administrator and/or finance director for grants awarded
 - Completes financial records and reports for various funding sources
 - Works closely with board treasurer and finance committee
- Secures necessary insurance for the facility as well as program operations
- Maintains and prepares records, reports, and other information needed to retain funding sources, e.g., local government, local agencies, Department of Social Services and Department of Criminal Justice
- Cannot knowingly perform or do anything that is unlawful or outside of the “prudent person” test and/or knowingly allow the program to be in violation of funding source requirements
- Maintains a statistical system for data collection and accountability utilizing VADATA and Excel.
- Completes statistical reports for various funding sources

- Develops and implements an organizational plan which specifies clear lines of authority, responsibility and assignments
- Oversees program planning, implementation and assessment and, with staff input develops short range program goals to provide program continuity and staff direction
- Has chief administrative responsibility for maintenance of agency facilities and regular reporting to various bodies
- Has chief staff responsibility to ensure that legal obligations of Response, Inc. are met
- Prepares and/or oversees the preparation and distribution of the payroll and payroll liabilities
- Ensures safety and maintenance of the property of Response, Inc.
- Ensures health and safety of clients and staff

Board Relationship

- Ensures the implementation of the policies adopted by the board
- Keeps board informed of organizational activities, events, progress and problems
- Keeps board aware of any changes to the assets or potential funding issues
- Keeps informed of federal and state legislation that affect domestic and sexual violence programming and reports those changes to the board of directors
- Assist the board in getting different points of view so they can make good decisions. If the executive director thinks a board policy is unwise, the BOD must be informed by the ED.
- Develops and recommends to the board specific, written, long and short range plans for the development of Response, Inc.
- Evaluates the services provided by Response, Inc. and recommends new programs to the board
- Recommends policies to the board and/or assists the board in the formulation of policies for effective and economical operation of Response, Inc. and its programs
- Assists with orientation and training for the board
- Assists board with fiscal management and budget planning by preparing the annual budget
- Presents a monthly finance report of all accounts to the board that includes a monthly accounting, YTD Budget vs actual budget
 - Arranges for the auditor to give the annual audit report to the board
- Prepares for and supervises program grant and financial audits and evaluations
 - Oversees and is responsible for all bookkeeping activities
- Serves as ex-officio member of board of directors, and is a member of all standing committees with the exception of the executive committee
 - Prepares requested reports for Response, Inc. Board and committees
 - Maintains files on board and program activities
- Serves as the liaison between board and staff

Personnel

- Responsible for hiring, firing, supervision and annual evaluation of all staff
 - Maintains personnel files and oversees confidentiality procedures
- Supervises and consults with key staff in the performance of their duties
- Provides overall control of and direction for the personnel of Response, Inc., including active participation in personnel actions
- Works closely with personnel committee to monitor personnel policies, staffing needs, and salaries
- Ensures that personnel policies are adhered to and oversees work schedules to maintain coverage of Response, Inc.
- Facilitates and coordinates staff meetings
- Seeks out opportunities for staff development and training

Community & Public Relations

- Fosters community relations and promotes visibility of the program through participation with other community-based projects
- Maintains and develops appropriate relations with other professional and service groups in the community
- Maintains and develops appropriate relations with federal, state, and local government units
- Maintains and develops appropriate relations with other agencies in similar fields of service
- Interprets the function of Response, Inc. to the community by assisting the board, through direct involvement and through public relations programs, including personal contact, descriptive program literature and the media
- Works closely with staff in the maintenance of community relationships, e.g., law enforcement, social services, school systems, legal and medical systems
- Assists with arranging for and participating in community education programs

Other

- Fills in for other program staff as needed, e.g. case management, clerical, bookkeeping.
- Other duties as assigned by majority consensus of the board of directors.

Attributes:

- Demonstrates strategic planning and critical thinking
- Ability to react calmly in situations of high stress and crisis
- Demonstrates ability to lead a team
- Ability to work autonomously
- Ability to communicate professionally with clients, colleagues and allied professionals
- Should have a strong desire to serve in the position and be a community leader in ending intimate partner and sexual violence.

- Ability to work a flexible schedule as needed
- Ability to effectively articulate the mission and goals of the organization
- Demonstrates strong organizational skills
- Experience in planning and implementation of fundraising events

Qualifications:

- Bachelor's degree in social work, psychology, public administration, or related human service field preferred, with five years' supervisory experience or an acceptable combination of education and experience. Previous experience as a nonprofit director preferred.
- 5-6 years of progressive management in a domestic violence nonprofit organization preferred
- Knowledge of physical plant management, computer operation, accounting, budgeting and strategic planning.
- Grant writing skills preferred
- Grant management required
- Must demonstrate initiative, patience and the ability to problem solve, as well as to work cooperatively with others. Must have the expertise to use consensus building to spur team cohesiveness in staff and board relationships.