**JOB DESCRIPTION**

**POSITION TITLE:** Executive Director

**DEPARTMENT:** Administration **REPORTS TO:**

**CLASSIFICATION:** Exempt **DATE:**

**JOB CODE:**

**PRIMARY RELATIONSHIPS:**

**OBJECTIVE:** The role of the Executive Director requires a combination of organizational leadership and operational talent as well as strategic expertise. The Executive Director provides the management expertise for achieving the goals and objectives of the program in accordance with the mission of the organization. Reporting to the Executive Director are various department supervisors and staff.

In addition to managing the internal operations of the program, the Executive Director must also be aware of conditions, events and issues that affect the community in which the program operates. Effective fulfillment of this broad responsibility requires awareness, involvement and insight; functioning as an agent for change; and a willingness to take risks and accept accountability for their outcomes within the context of a sound organizational structure and management processes. The Executive Director should serve as the catalyst, facilitator, coordinator and communicator to ensure that strategies to meet goals and objectives are developed, programs are carried out, quality is monitored and continually improved, and the results are evaluated. The Executive Director is expected to infuse the mission and philosophy of the organization into the program.

The Executive Director’s responsibilities can be divided into six (6) broad categories: planning; organization; operations/management; financial resources; human resources; and leadership.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The successful candidate should have:

1. Bachelor’s degree in \_\_\_\_\_\_\_\_\_\_\_\_\_ or related field; licensed where applicable by the State; State requirements may dictate supervision and degree type.
2. Minimum of \_\_\_ years Management experience, preferably in a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ setting; knowledge of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ settings; familiarity with Federal and State regulations and requirements.
3. Negotiation skills and ability to carry on several levels of reasoning at once during problem-solving sessions.
4. High degree of professionalism; ability to deal with extremely confidential information.
5. Proficient in Microsoft Word, Excel, PowerPoint, e-mail and the Internet.
6. Excellent communication skills.
7. Flexibility to work occasional weekends and holidays.
8. Ability to utilize computers and other electronic devices for tasks such as timekeeping, in-servicing and documentation.

**ESSENTIAL FUNCTIONS:**

# Planning

The Executive Director engages in a planning process for the program that determines its goals and objectives in relationship to changes in the environment and the needs of its community, establishes priorities, frames the most appropriate organizational structure to achieve its goals and objectives, and provides benchmarks for evaluating the achievement of its goals and objectives. The results of the planning process should be reflected in a business plan, developed by the Executive Director.

The Executive Director should ensure that the business plan is based on an assessment that reflects an adequate database on the needs of the community, an evaluation of trends, legislative activity, and documentation of demographics, utilization and financial trends. This assessment should be linked with an ongoing assessment of the strengths and weaknesses of the program’s services in relation to those of other providers and to the needs of the community.

The business plan is supported by an effective public relations program, developed by the Executive Director, which builds community understanding and support of the program and services.

# Organization

The Executive Director should create and monitor the organizational structure of the program to ensure its effectiveness and responsiveness to those being served. The nature of the structure is dynamic and flexible, responsive to needs of the participants.

The Executive Director should develop an organizational plan that clearly assigns responsibilities for the program’s services to functional departments and to individuals. The Executive Director should develop, recommend and implement a plan for continuity that ensures ongoing stability of the program. Such a plan should include performance standards that are stated in terms of continuous improvement targets, opportunities for internal and external development, and a system for evaluating the performance levels of all employees, consultants and other service providers.

# Operations (Management)

The amount of time that can be allocated to essential activities that call upon the visionary and strategic skills of the Executive Director is dependent upon the effectiveness of the day-to-day operations of the program. The Executive Director must create, sustain and evaluate on an ongoing basis an infrastructure of people who take overall responsibility for implementing the program’s service strategy and for initiating corrections that keep the strategy on course.

The infrastructure should be supported by the organization’s general policies and guidelines, and by program-specific systems and processes that are customer-responsive, efficient and continually improved by collecting and analyzing relevant data. These systems and processes must include mechanisms that ensure compliance with the regulations, standards and criteria of various governmental, professional and accrediting agencies.

The Executive Director serves as permanent chair of the program’s body charged with overseeing the implementation of the Quality Plan, allocation of resources, initiation of project team solutions and monitoring results.

# Financial Resource Management

The Executive Director is responsible for the cost effective management of the program’s resources, and for implementing the organizational financial policies. This responsibility requires a commitment to provide the most economical and highest quality services possible in keeping with available resources.

As a not-for-profit provider, the organization’s long-term financial stability and capacity to address the diverse needs of those it serves is dependent upon the financial support of contributors who embrace its mission. The Executive Director is responsible for developing and implementing a program-specific fundraising plan (as part of the business plan) that projects the values of the total organization into the community, and ensures the community’s financial support of the program.

# Human Resources

The Executive Director should cultivate and promote a work atmosphere that recognizes the vital importance of human resources to the organization. The work atmosphere should empower employees with the tools and autonomy needed to make key service improvements that are in the best interests of the organization and its customers. The Executive Director is responsible for instituting a plan for recruitment, hiring, retention, and development of effective personnel to attain the objectives and goals of the program. The plan should include strategies that effectively build the level of employee morale necessary to facilitate problem solving, productivity and service excellence. The Executive Director involves managers in developing specific action plans for improving service that include goal-setting and skill-building.

# Leadership

The volatility of the environment requires that the Executive Director demonstrate a strong proficiency in the ability to manage and effect change. The Executive Director can best achieve and sustain an influential position of shaping the structure and dynamics of the program by developing sharp communication skills, thinking proactively rather than reactively, networking with diversified community and professional representatives, serving in advisory and board positions, and being active in service organizations.

# Work Environment

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

1. Works in office areas, but stands and walks intermittently throughout the working day.
2. Interacts with staff and other personnel.
3. May be subjected to interruptions throughout the workday.

# Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to meet these demands.

1. Employee needs ability to move continuously.
2. Vision requirements include both near and far vision.
3. Must be able to bend, stoop, squat, reach, push and pull throughout workday.
4. Works inside; working area is subject to slight increase in temperature and noise.
5. Ability to adapt to changes in daily work hour and schedule.

## **Safe Work Performance Expectations**

Safety is of paramount importance. Our work place safety program will be incorporated as the standard of practice for this organization. Compliance with these safe work expectations will be required of all employees as a condition of employment. Our organization focus will hold all employees accountable for safety performance equal with quality and production expectations.

# Job Functions

Every effort has been made to identify the essential functions of this position. However, this job description in no way states or implies that these are the only duties you may be required to perform. The omission of specific descriptions of duties does not exclude them from the position if the work is similar, related or can be considered essential to this position.

# Acknowledgement & Verbal Review

I have read and understand this job description and fully understand the requirements set forth herein. I hereby accept the position of Executive Director and agree to abide by the requirements set forth and to perform all duties and responsibilities to the best of my ability. I understand that my employment is at-will, and that this job description does not constitute an employment contract. I certify that this job description has been verbally reviewed with me by (company representative) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Employee Signature Date

Employer Signature Date