

DIETERT CENTER JOB DESCRIPTION

POSITION: EXECUTIVE DIRECTOR

REPORTS TO: President and Board of Directors

DIRECT REPORTS: Department Directors

APPROVED DATE: 01-30-2018

JOB SUMMARY:

The Executive Director is responsible for the successful leadership and management of the Dietert Center according to the policies, procedures, and strategic direction established by the Board of Directors.

JOB SCOPE: Full time, Exempt.

PRIMARY DUTIES AND RESPONSIBILITIES:

Leadership:

1. Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
2. Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
3. Act as a professional advisor to the Board of Directors on all aspects of the organization's activities.
4. Foster effective team work between the Board and the Executive Director and between the Executive Director and staff and volunteers.
5. Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.

Operational Planning and Management:

1. Develop and implement an annual Operating Plan which incorporates goals and objectives that work towards the strategic direction of the organization.
2. Ensure that the operation of the organization meets the expectations of the Board, volunteers, donors, and clients.
3. Oversee the efficient and effective day-to-day operation of the Center.
4. Draft policies for the approval of the Board and prepare procedures to implement the Center's policies; review existing policies on a regular basis and recommend changes to the Board as appropriate.
5. Ensure that personnel, volunteer, client, and donor files are securely stored and privacy/confidentiality is maintained.
6. Provide support to the Board by preparing meeting agenda and supporting materials.

Program Planning and Management:

1. Oversee the planning, implementation and evaluation of the Center's programs and services.
2. Ensure that the programs and services offered by the Center contribute to the organization's mission and reflect the priorities of the Board.
3. Monitor the day-to-day operation of programs and delivery of services to maintain or improve quality.
4. Oversee the planning, implementation, and evaluation of special projects as directed by the Board.

Human Resources Planning and Management:

1. Determine staffing requirements for organizational management and program delivery.
2. Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff.
3. Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.
4. Recruit, interview, and select staff that have the right technical and personal abilities to help further the Center's mission.
5. Ensure that all staff receives an orientation to the Center and that appropriate training is provided. Coach and mentor staff as appropriate to improve performance. Delegate responsibilities appropriately.
6. Implement a salary administration process that is fair and objective and ensures that employees are paid an equitable and competitive salary.
7. Implement a performance evaluation and management process for all staff which includes monitoring the performance of staff on an ongoing basis and conducting an annual performance review.
8. Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures.

Financial Planning and Management:

1. Work with staff and the Board (Finance Committee) to prepare and implement a comprehensive annual budget.
2. Work with the Board to secure adequate funding for the operation of the Center.
3. Approve expenditures within the authority delegated by the Board.
4. Ensure that sound bookkeeping and accounting procedures are followed, supported by an annual audit from an outside accounting firm.
5. Administer the funds of the Center according to the approved budget and monitor the monthly cash flow of the organization.
6. Provide the Board with comprehensive, regular reports on the revenues and expenditures of the Center.
7. Ensure that the Center complies with all legislation covering taxation and withholding payments.
8. Ensure all government contracts are administered according to regulations, including billing and service delivery compliance.
9. Participate in and lead fundraising activities as appropriate.

10. Research funding sources, oversee the development of fund raising plans and work with staff to create funding proposals to raise funds for the Center. Monitor grant funds and expenditures; prepare reports as required by foundations.

Public Relations/Advocacy:

1. Act as a spokesperson for the organization, in addition to the President of the Board.
2. Represent the Dietert Center at community activities to enhance the Center's community profile.
3. Direct and/or oversee all public relations and marketing efforts to promote the Center and its services.
4. Prepare or oversee production of all advertising and collateral materials to promote the Center and its services.
5. Communicate with stakeholders to keep them informed of the work of the Center and to identify changes in the community served by the organization.
6. Establish constructive working relationships and collaborative arrangements with community groups, foundations, government officials and other organizations to help achieve the goals of the Center.

Risk Management:

1. Identify and evaluate the risks to the Center's people (staff, volunteers, clients), property, finances, goodwill, and image and implement measures to control risks.
2. Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage.
3. Ensure that the Board and staff understand the terms, conditions, and limitations of the insurance coverage.

QUALIFICATIONS:

The Executive Director handles detailed, complex concepts and problems, balances multiple tasks simultaneously, makes clear decisions which are timely and in the best interest of the organization, and meets deadlines. S/he anticipates and solves problems and takes advantage of opportunities, is a self-starter and team player.

A Bachelor's Degree in a related field is required with a minimum of 5 years management experience in a nonprofit or human services environment. The degree requirement may be waived, depending on the candidate's years of experience in non-profit management.

S/he must have demonstrated proficiency with nonprofit fundraising, public relations/media, public speaking, advertising and marketing, or have related applicable experience. Must have knowledge and experience in non-profit accounting, human resource management and team development.

The individual must enjoy being with older individuals, as well as comfortable with diversity and respectful of a wide range of ages, faiths, beliefs, and experiences.

S/he must be proficient in Microsoft Office business software, including Word, Excel, PowerPoint and Publisher; database management and security; email, social media and other electronic media platforms.

PREFERRED QUALIFICATIONS:

An advanced degree in a discipline applicable to non-profit management and/or 10 years or more experience in a nonprofit or human services environment is preferred. Five or more years of demonstrated success in nonprofit fund raising is also preferred.

PHYSICAL DEMANDS / WORKING CONDITIONS:

This is a high-stress position based on full responsibility for the Dietert Center operation. A flexible work schedule is often required to meet the demands of the Center. Hours may be long and irregular. Standing for extended periods of time (up to two hours) and lifting ordinary office equipment such as computers, folding tables, and chairs is often required. Must possess reliable personal transportation.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

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