



## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

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| <b>Position:</b>      | Executive Director |
| <b>Supervised by:</b> | Board of Directors |
| <b>Department:</b>    | Administrative     |
| <b>Approved by:</b>   | Board of Directors |

**All interested candidates are to email resume, letter of interest, and a list of 3 professional references to: Alex Reynolds, Board President via email at [areynolds@odessalawfirm.com](mailto:areynolds@odessalawfirm.com)**

### **SUMMARY**

The Executive Director (“ED”) is responsible for oversight of Harmony Home’s day-to-day activities, employees, programs, and its financial well-being. The ED ensures that all decisions made are aligned with the mission and purpose of HHCAC. The ED is expected to work closely with the Board of Directors to achieve Harmony Home’s strategic goals as well as supervise the Leadership Team, which is comprised of all Directors and the Grant Writer.

### **ESSENTIAL JOB FUNCTIONS**

#### **Management and Administration:**

- Responsible for overall management of Harmony Home’s various programs. Has chief executive and administrative responsibility for services provided by Harmony Home and public accountability of the center.
- Hiring, training, supervising and evaluating center staff.

- Termination of staff personnel in accordance with Federal, State, and local laws including proper documentation and adherence to agency policies.
- Assures that all personnel records are maintained in accordance with all local, state, and federal laws.
- Responsible for overall management, monitoring and evaluating programs to determine if they are meeting established goals and objectives.
- Recommends and implements new programs and collaborations to meet the needs of HH clients.
- Responsible for appropriate maintenance and implementation of all policies and procedures as directed by Board of Directors.
- Custodian of the agency's corporate records.
- Responsible for facility maintenance and procurement and disposition of equipment and supplies.
- Draft policy material for presentation to the appropriate board committee and to the Board of Directors regarding
  - Finances
  - Fundraising
  - Programs
  - Education /Awareness
  - Facility
  - Public Relations

### **Program Development**

- Determine appropriate areas for program development through literature searches, contact with other CACs throughout the state, discussions with agencies housed at the center as well as those which utilize its services, and by assistance of Children's Advocacy Centers of Texas, Inc. (CAC-TX) and National Children's Alliance (NCA)
- Ensure all standards for NCA and CAC of TX are being met with the support of leadership and staff.
- Maintain all records of Center clients for the tracking of child abuse from the initial center contact to case disposition. Encourage the sharing of information to appropriate team members.
- Develops and recommends to the Board specific, written, short and long-range plans for the development of programs and services.
- Implement accepted program plans.

- Develop grant applications for program funding through research, identification, and application to grantors. Work closely with CAC staff to determine needs.
  - Formulate plan consistent with Board-approved program
  - Develop funding requests consistent with program costs.
  - Monitor progress of proposal
- Develop training and development for professionals in child abuse.
  - Research experts in child abuse to identify needs
  - Formulate plans consistent with Board approved program.
  - Monitor Training programs
  - Evaluate training for future assessment of needs.
- Develop and maintain inter-agency communication and networking regarding child abuse and role of Harmony Home. Ensure that HHCAC takes responsibility for all problems with team communication and develops creative solutions.
- Serve as a resource agency for professionals and community at large.
- Oversee and report to all Grantors required data to ensure future funding.

### **Financial Management**

- Responsible for efficient management of Harmony Home's budget
- Develop yearly operating and capital budget and present to Board of Directors annually
- Recommend changes in budget in accordance with changes in income.
- Develop and coordinate all Center fundraising efforts in conjunction with staff and board.
- Provide financial oversight and approval for every expenditure of the agency.
- Provide oversight and input in the preparation of monthly financial statements.
- Assure that the financial operations of the agency do not exceed the approved budget.
- Assures that Harmony Home annually receives a clean audit from an outside auditor.

### **Community and Public Relations**

- Disseminates information regarding the mission, goals, program and activities of the center, via public relations program to,
  - Child abuse professionals
  - Businesses
  - Non-profits
  - Human Service Organizations
  - Local and state governments, legislative and judicial professionals
  - Community at large through,

- Public presentations and information
  - Educational Programs
  - Prevention Programs
  - Community Networking
  - Media Communication
- Participate on behalf of Center in coalitions that address child abuse and other human resource needs.
- Work closely with the Children's Advocacy Center of Midland to ensure that all clients in the Permian Basin have access to services.
- Disseminates information to the community and appropriate agencies regarding the mission and activities of the Center, via public relations program, including personal contact and written materials.

**Board Relations:**

- Maintains appropriate working relationship with the Center's Board of Directors and its committees.
- Reports regularly to the Board regarding the Center's activities and finances.
- Renders technical and professional assistance to the Board and its committees.
- Prepares annual Report for Board.

**Other:**

- Will perform all other duties assigned by Board of Directors.

**REQUIREMENTS**

- Bachelor's degree in social services or related field required.
- Experience in a top leadership position of an agency, preferably in non-profit.
- Ability to apply common sense understanding to carry out detailed but involved written or oral instructions.
- Ability to prioritize and organize assigned tasks.
- Ability to communicate effectively both orally and in writing.
- Requires financial acumen and prior experience in budgeting.
- Grant writing and meeting with grantors/donors and required activities.
- Acts as media spokesperson for the agency remaining poised and available for news coverage of issues related to domestic violence and sexual assault and child abuse.
- Represent the agency at public events

- Evening and weekend hours are required.

### **QUALIFICATIONS**

Must have strong communication skills in interpersonal, written and multimedia vehicles. Must have experience working with diverse professionals from child protection, law enforcement, court system and related community services. Must be a team player. Must be organized and self-motivated.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as personnel policies, statewide intakes, procedure manuals and operating instructions. Ability to create, write, research and review routine reports and correspondence. Ability to speak efficiently one-on-one with co-workers, internal and external customers and outside contractors and vendors.

### **PHYSICAL DEMANDS**

|    |                  |                                                                                                                   |
|----|------------------|-------------------------------------------------------------------------------------------------------------------|
| 1. | <b>Lifting:</b>  | 25+ pounds to lift/move and carry supplies, files and equipment. (A hand dolly will be made available if needed)  |
| 2. | <b>Vision:</b>   | Required to read written materials, view videos and drive to various work locations.                              |
| 3. | <b>Hearing:</b>  | Required to hear miscellaneous office equipment, normal conversation and audiences.                               |
| 4. | <b>Speaking:</b> | Required to enunciate and relay information, and communicate with co-workers, the public and other professionals. |
| 5. | <b>Agility:</b>  | Required to write reports, various correspondence and curricula during the course of work.                        |

### **WORK ENVIRONMENT**

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

*This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.*

**THE ABOVE JOB DESCRIPTION REPLACES ALL PREVIOUS JOB DESCRIPTIONS FOR THIS POSITION. THIS DOCUMENT IS NOT A CONTRACT.**