



S

Job Title: Executive Director

Reports to: Board President

FLSA Status: Exempt

Qualifications:

Educational minimum of a Bachelor's Degree; advanced degree preferred. Under extenuating circumstances, the board may submit a candidate who does not have a bachelor's degree to BBBSA for an exemption approval; in those rare situations, however, the CEO/ED candidate must have at least 10 years of experience. Previous human resource & nonprofit management experience preferred. Demonstrated leadership skills.

Job Responsibilities:

Board of Directors

- Report to the Board of Directors.
- Maintain regular contact with Board President.
- Implement Board policies.
- Provide Board with all information pertinent to effective governance of the agency.
- Make recommendations on long-term goals of the agency.
- Submit requests for capital or major purchases to the Board.
- Plan monthly Board meeting agendas with direction from the Executive Committee.
- Assemble and send Board packets and advance meeting notification.
- Attend Board meetings, providing relevant and up-to-date information on agency activities.
- Coordinate standing committee meetings.

Financial Management

- Prepare and present budget recommendations to the Board.
- Propose financial policies and implement following Board approval.
- Monitor income and expenses relative to budget.
- Contract with Board approved, independent accounting firm to ensure completion of an annual audit and submission of IRS Form 990.
- Supervise grant writing and other employee conducted fund development initiatives.
- Coordinate annual solicitation campaign (direct mail).
- Assist Board committees in planning and execution of special event fundraisers.
- Network with funding sources.
- Establish and maintain appropriate relationships with donors.
- Serve as primary contact for Major Gift Solicitation and Planned Giving.

- Participate in United Way campaign and allocations process.

Personnel

- Recommend and administer Board approved personnel policies.
- Approve all employee hiring, promotions, disciplinary actions, terminations.
- Establish personnel deployment and assignments.
- Supervise and evaluate employees.
- Allocate salaries and adjustments within Board approved budget.
- Arrange adequate orientation and training for employee assignments.
- Respond to employee grievances.

Day-to-Day Agency Operations

- Make all management decisions for the organization, in accordance with Board policies.
- Establish and carry out short-term goals of the agency.
- Act as primary spokesperson for the agency.
- Respond efficiently and effectively in crisis situations.
- Manage media relations in coordination with Resource Development Director.
- Monitor quality of service.
- Establish relationships with other local nonprofit directors; promote cooperation and evaluate opportunities for collaboration.
- Ensure operational compliance with BBBSA and United Way affiliation agreements.
- Attend BBBSA national conference and other relevant training; keep current on national and local trends in nonprofit management.
- Coordinate/supervise volunteer recruitment initiatives; work with Board committee on ongoing recruitment strategies.
- Authorize purchase of supplies and minor equipment, according to Board policy, and maintain audit trail.
- Recommend action regarding office lease and other building needs; sign contracts where authorized.
- Ensure renewal of appropriate insurance policies.
- Implement tracking procedures to compile annual statistics.
- Ensures that the organization is in good standing with BBBSA per terms of the MAA and Standards of Practice.

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, or required skills. Contents may be subject to change to meet the needs of the organization.

Please email resumes to echavez@nmc-pb.org

