



## **Executive Director Job Description**

### **Position Summary**

The Executive Director is the key management leader of the Dunklin/Stoddard Caring Council. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

### **Responsibilities**

- **Board Governance:** Works with the board in order to fulfill the organization mission.
  - Responsible for leading the Caring Council in a manner that supports and guides the organization's mission as defined by the Board of Directors.
  - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.
  - Responsible for fundraising and developing other revenues necessary to support the Caring Council's mission.
  - Responsible for the fiscal integrity of the Caring Council, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
  - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
  - Responsible for implementation of the Caring Council's programs that carry out the organization's mission.
  - Responsible for strategic planning to ensure that the Caring Council can successfully fulfill its Mission into the future.
  - Responsible for the enhancement of the Caring Council's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

- Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
  - Responsible for the hiring and retention of competent, qualified staff.
  - Responsible and effective administration of the Caring Council operations.
  - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Additional Job Responsibilities
  - Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
  - Supervise, collaborate with organization staff.
  - Strategic planning and implementation.
  - Planning and operation of annual budget.
  - Serve as the Caring Council's primary spokesperson to the organization's constituents, the media and the general public.
  - Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance the Caring Council's Mission.
  - Engage in fundraising and developing other revenues.
  - Oversee marketing and other communications efforts.
  - Oversee organization Board and committee meetings.
  - Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
  - Review and approve contracts for services.
  - Other duties as assigned by the Board of Directors.

## **Knowledge and Skills**

- Transparent and high integrity leadership
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors
- Demonstrated ability to oversee and collaborate with staff
- A history of successfully generating new revenue streams and improving financial results
- Solid organizational abilities, including planning, delegating, program development and task facilitation
- Strong financial management skills, including budget preparation, analysis, decision making and reporting
- Thorough knowledge of community resources
- Ability to build collaborative working relationships with community partners and stakeholders
- Ability to communicate effectively and work collaboratively in a team environment
- Clear understanding of human resources, employee performance improvement plans, and corrective action policies
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth

## **Qualifications**

- High School Diploma/Equivalency required
- Bachelor's degree in business administration, communications, nonprofit management, or related field preferred
- Effective written and oral communication skills
- Experience in nonprofit management
- Must have a valid driver's license
- Maintain adequate vehicle insurance
- A criminal background check must be completed