

# Virginia's House – A Family Resource Center, Inc.

**Job Description:** Executive Director

**Classification:** Exempt/Full-time Position

**Reports to:** Board of Directors

## **Qualifications:**

- College degree in management/administration, social work, law enforcement or related fields
- Career experience in non-profit management, social work or criminal justice
- Career experience successfully supervising others
- Collaborative capabilities
- Effective written and oral communication skills (reporting, presentations, training, etc.)
- Ability to multi-task
- Friendly, service-oriented personality and interpersonal skills
- Strong organizational and time management skills
- Detail oriented
- Problem solving and trouble shooting skills
- Computer literate and proficiency with common word processing and spreadsheet software (Microsoft), online database systems and accounting software (QuickBooks)
- High standard of excellence, accuracy and consistency, personal integrity and accountability with ability to maintain strictest confidentiality

## **Responsibilities:**

### Agency Administration

- Chief of operations for the organization
- Recommends policies to the board of directors for effective operations.
- Responsible for ensuring that legal obligations are met.
- Ensures the agency's facilities are maintained in a safe and healthy manner for provision of services and housing of staff and volunteers
- Identifies facility needs on an annual basis and advises board of needs to ensure that appropriate budget issues are considered

### Board Relations

- Administers orientation and continuing education for the board of directors
- Assists the board with recruitment and onboarding activities for new board members
- Cultivates and nurtures relationships with current and potential board members
- Schedules regular board meetings
- Develops board meeting agendas in conjunction with the executive committee
- Prepares board agendas and meeting materials as appropriate
- Maintains official board meeting minutes for the agency
- Encourages active participation of board members
- Ensures effective committee structure and meeting times, agendas, etc.
- Reports regularly to board members regarding organizational and programmatic issues, keeping board fully and accurately informed
- Serves as resource to the board's planning and evaluation processes

### Fiscal Management

- Ensures compliance with contractual agreements with funding sources
- Develops annual budget in conjunction with board of directors
- Directs financial operations, ensuring that financial management policies are followed
- Controls expenditures
- Prepares and presents regular budget updates to ensure that revenues & expenditures are within approved budget
- Works with accounting firm to ensure data is accurate

Development

- Participates in fund raising and resource development, including identifying new funding sources
- Works with board to create an annual fund development plan, identifying financial needs and potential resources
- Cultivates and nurtures current and potential funding sources
- Researches grant opportunities, submits proposals, reviews awards and contracts, ensures compliance with grants and funding sources, and provides reports, both internally and externally, to satisfy grant requirements
- Identifies and cultivates opportunities to raise funds consistent with the organization's mission and goals
- Assists the board of directors with planning and implementation of fundraising efforts

Public Relations & Marketing

- Represents the organization to the public
- Seeks opportunities to increase public awareness about child abuse and neglect
- Seeks opportunities to conduct and/or participate in abuse and neglect prevention activities
- Establishes, cultivates and nurtures relationships with community leaders, social service organizations, civic clubs, businesses, schools, hospitals, churches, county and city government agencies and more
- On a regular basis, engages in public activities that provide opportunities to communicate with the public regarding the existence of the program, the problems the programs address, the needs of the programs and clients and provide individuals, groups businesses and service organizations the opportunity to participate

Program Oversight

- Provides opportunity for staff to provide input regarding program development
- Maintains effective client relationships
- Maintains relationships with other professional and social service groups
- Develops and recommends plans for the organization's services
- Interprets trends in the field
- Ensures compliance with appropriate program guidelines, protocols, rules, regulations, standards, statutes, etc.
- Cultivates active relationships with all partner agencies
- Cultivates relationships with other individuals, agencies and organizations within the community and region involved in related issues, programs, services, etc.
- Monitors programs to ensure that appropriate services are provided.
- Promotes the programs within the community
- Maintains effective communications with law enforcement and prosecutor regarding crime victim services
- Provides oversight of informational, referral and support services provided to crime victims

Human Resources

- Recruits, selects, supervises and evaluates (annually) staff
- Provides professional development opportunities with input from staff
- Ensures the agency's personnel policies are followed
- Provides overall direction and control of the human resources function
- Supervises staff director level and administrative support positions

Other

- Participate in continuing education opportunities relevant to this position
- All other duties as assigned

**Other Requirements:**

- Ability to lift office materials – moderately lift up to 20-30 pounds
- Ability to sit at a workstation and/or computer screen for up to two hours at a time
- Must have reliable transportation, possess current driver's license or state issued ID
- Travel may be required for educational and/or business purposes
- Ability to interact with a variety of people from various disciplines
- Ability to exercise patience, tact, good judgment, flexibility, positive attitude, compassion, and high standards and ethics
- Must be motivated and self-disciplined and be culturally sensitive to others
- Must be able to work weekends and/or evenings