

Job Title: Executive Director

Job Summary: To give direction and leadership toward the organization's mission, strategy, and annual goals and objectives. To implement and manage the strategic programs, services, goals and objectives of the organization.

Reports to: Board of Directors

Responsibilities:

1. Support operations and administration of Board by advising and informing Board members. Operate organization according to policies set by Board of Directors. Report progress and statistical performance measures quarterly.
2. Manage the design, marketing, promotion, delivery, and quality of programs and services. Identify and implement the goals, objectives, methods, and resources necessary to accomplish the specific mission and programs of the organization (strategic direction planning, business planning, project planning, staff planning, etc).
3. Recommend yearly budget for Board approval and manage organization's resources within those budget guidelines.
4. Manage the human resources of the organization according to personnel policies and procedures.
5. Write and oversee grant applications including planning and implementation, identify resource requirements, research funding sources, establish strategies to approach grants, approve proposals and administrate records, documentation, and appropriate expenditures.
6. Measure the organization's performance with regard to finances and specific program services.