



Family Visitor Programs

because babies don't come with care instructions...

Executive Director Job Description

The Executive Director is the key management leader of Family Visitor Programs and is responsible for overseeing administration, programs, fundraising, marketing, and community outreach. The position reports directly to the Board of Directors. Salary range \$85,000-\$110,000

GENERAL RESPONSIBILITIES

Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

1. Develop and implement a diverse and strategic annual communication plan.
2. Serve as agency primary spokesperson to constituents, media and general public.
3. Responsible for annual strategic planning and implementation to ensure that programs align with organization mission.
4. Responsible for the enhancement of the organization image by being active and visible in the local, state and regional community and by working closely with professional, civic and private organizations.

Financial Performance and Viability: Secures resources sufficient to ensure the financial health of the organization.

1. Collaborate with program managers to understand program needs and to develop individual annual budgets.
2. Responsible for transparent fiscal management and operating within the approved budget.
3. Work with the Director of Development to fundraise and ensure resources necessary to support the organization mission.
4. Responsible for organization performance per local, county, state and national guidelines, agreements and contracts.

Organization Operations: Provides leadership for staff and works to ensure that the operations of the organization are appropriate.

1. Establish employment and administrative policies and procedures for all functions and day-to-day operation of the agency.
2. Responsible for the hiring and retention of competent, qualified staff.
3. Supervise, motivate and collaborate with organization staff.
4. Ensure reflective supervision of program supervisors and administrative staff with focus on building trust, and providing opportunity for growth.
5. Perform annual performance evaluations of program supervisors and administrative staff and review evaluations of all staff.
6. Responsible for approval and signing of all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Board Governance: Works with the Board of Directors to fulfill the organization mission.

1. Report to and work closely with the Board regarding policy decisions, fundraising and increasing the visibility of the organization.
2. Responsible for leading the organization in a manner that supports the mission, goals and objectives as defined by the Board.
3. 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.
4. Submission to the Board of a proposed annual budget, monthly financial statements, and a yearly audit which accurately reflect the financial condition of the organization.
5. Propose additional internal program and agency policies to the Board.
6. Update all policy manuals for approval by the Board to reflect changes in state and federal law and to comply with the requirements of programs.
7. Develop, with the President of the Board, the agendas for monthly board meetings.
8. Other responsibilities as assigned by the Board of Directors.

PROFESSIONAL QUALIFICATIONS

- Bachelor's degree, Master's degree preferred.
- Bilingual in English and Spanish desirable.
- Proficiency in social media, Microsoft Word and Excel, general understanding of and adaptability to diverse databases.

- Five or more years senior nonprofit management experience including: budget development, personnel management, human relations and conflict resolution.
- Strong organizational abilities including planning, delegating, program development, and fidelity to the model.
- Demonstrated ability to collaborate with staff, board, volunteers and stakeholders.

- Active experience in one of more of the following fields: parent education, early childhood education, nursing, social work and/or home visiting.

- Excellent communication skills including public speaking and writing.
- Experience in non profit fundraising and donor relations.
- Ability to interface and engage diverse volunteer and donor groups.

Please send resume and cover letter to Sally Brands, boardpresident@familyvisitor.org