

**Youth Shelters and Family Services
Job Description**

TITLE: Executive Director
SUPERVISOR: Board of Directors
PURPOSE: Provide direction and leadership toward the fulfillment of the organization's philosophy, mission and annual goals and objectives. Direct the overall operations of the agency.

GENERAL DUTIES

Maintain familiarity with all aspects of Youth Shelters and Family Services (YSFS) philosophies, integrating and applying philosophies into everyday interactions and practice

OPERATIONAL DUTIES

- A. Maintain dynamic interaction with the Board of Directors and agency staff
- B. Work closely with the Board of Directors and YSFS senior management in the periodic review and refinement of mission and goals
- C. Provide consultation and support for the Board of Director's governance functions
- D. Serve as a point of contact and liaison with programs, individuals, institutions and agencies, maintaining positive working relationships with funding sources, referral sources and other community groups
- E. Participate in local, regional and state-wide boards, task forces, committees and projects
- F. Provide oversight of financial, development, and human resource operations for YSFS
- G. Provide consultation and support for agency programs working within agency philosophies
- H. Coordinate and facilitate the annual budgeting process with the Board of Directors and appropriate staff
- I. Provide leadership in the development and writing of funding proposals
- J. Provide leadership and oversight of special agency projects and teams
- K. Review agency operating policies and procedures in conjunction with the Directors ensuring consistency throughout agency programs
- L. Oversee the development and implementation of annual operating plans and budgets
- M. Ensure the successful delivery of agency service operations, by monitoring funding contracts, and providing oversight of program contract audits, site reviews, certification and licensing
- N. Perform other duties, as assigned by the Board of Directors

EXECUTIVE DIRECTOR SUPERVISORY DUTIES

- A. Participate in the hire of management staff, ensuring clear understanding of job requirements and obligations
- B. Set solid, attainable goals and hold performance reviews against these goals; encouraging learning and educational opportunities, both professionally and personally

I understand and will comply with the job requirements listed above. ____ Employee Initials

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REQUIREMENTS

- Bachelor's Degree with extensive non-profit management experience required or the equivalent
- Understanding and knowledge of government and non-profit youth sector and issues affecting young people and youth services
- Significant executive and/or senior level administrative and program management experience with mid-size to large organizations
- Demonstrated successful experience with strategic planning, project management, development and management of budgets and other organizational systems
- Familiarity with various funding streams and payment systems including fee for service, cost reimbursement and draw downs
- Experience working with a Board of Directors as an executive or senior staff member
- Proven track record with community relations, public speaking, fund development and grant writing
- Demonstrated strong oral and written communication skills with good quality spelling, grammar and punctuation
- Demonstrated ability to work in, lead and inspire a dynamic team, as well as an ability to effectively manage tasks independently
- Excellent time management and organizational skills with the ability to work under pressure and adjust to changing priorities and deadlines
- Strong computer software skills
- Collaborative, creative, resourceful, innovative, reliable, thorough, flexible
- High integrity when dealing with a broad array of cultures and restricted and/or confidential information
- Valid Driver's License, insurable under YSFS automobile policy
- Background check including criminal records check clearance

POSITION

The salary range, duties and responsibilities of this position meets the requirements of Section 13 (a)(1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position. EEO/AA

I understand and will comply with the job requirements listed above.

Employee Signature

Date

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In-depth Description of Functions and Responsibilities

Board Governance: Works with the Board in order to fulfil the organization's mission.

- Collaborate with the Board to refine and implement the strategic plan while ensuring that the budget, staff, and priorities are aligned with Youth Shelters and Family Service's core mission;
- Responsible for leading Youth Shelters and Family Services in a manner that supports and guides the organization's mission as defined by the Board;
- 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;
- Work in partnership with the Board to develop and implement strategies to increase fund raising revenue.

Strategic Leadership: Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for strategic planning to ensure that Youth Shelters and Family Services can successfully fulfill its mission into the future;
- Responsible for the enhancement of Youth Shelters and Family Service's image by being active and visible in the community and by working closely with other professional, governmental and private organizations;
- Represent the Agency and act as a liaison to local, state, and federal government agencies and community organizations;
- Conducts an annual analysis of the agency's Performance Management System to ensure agency practices are effective, efficient, accessible, and to the satisfaction of our staff, clients, and other stakeholders.

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

- Responsible for the fiscal integrity of Youth Shelters and Family Services, including 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;
- Responsible for fundraising and developing other resources necessary to support Youth Shelters and Family Service's mission;
- Cultivates a strong and transparent working relationship with the Board of Directors;
- Ensures open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals;
- Assists with the continual growth of the agency through new contracts and funding sources.

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Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the effective administration of Youth Shelters and Family Services operations;
- Responsible for the hiring, training, and retention of competent, qualified staff;
- Responsible for signing the vast majority of agreements and other instruments made and entered into and on behalf of the organization;
- Provide positive inspirational leadership and direction to the agency's management team and ensure the continued development and management of a professional and efficient organization; establishes effective decision-making processes that will enable Youth Shelters and Family Services to achieve its long- and short-term goals and objectives;
- Directly supervises the Program Services Director, Administrative Services Director, Development Director, and Accountant. Additionally, has considerable operational oversight of various Program Directors and Human Resources Department;
- Carries out supervisory responsibilities in accordance with the organization's policies and procedures;
- Responsible for planning, assigning, and directing staff work;
- Responsible for completing performance appraisals, rewarding employees, and correcting performance in employees;
- Responsible for addressing and resolving grievances and complaints;