

Executive Director Job Description

Effective: DATE

Description: *Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for One Voice for Volusia staff, programs, expansion and execution of its mission. They will develop a deep understanding of programs, financial needs, operations, and business plans. They will lead and support employees, contractors, partners and customers of One Voice for Volusia.*

Report to: The One Voice for Volusia Board of Directors through the direct oversight and supervision of the President of the Board and the Executive Committee.

Duties & Responsibilities

Board of Directors:

- Provides leadership and vision to meet the goals of the Corporation
- Recruits Corporation and committee members from identified sectors in the Corporate by-laws
- Cultivates strong and transparent working relationships with Corporation members to ensure open communication related to the measurement of financial, programmatic and impact performance against stated milestones and goals
- Coordinates and prepares materials for Corporation related meetings, including, but not limited to: orientations, planning sessions, executive and committee meetings
- Assists in determining the direction of the Corporation, working with leadership and members to develop and prioritize short and long range goals, strategies and timetables
- Generates sponsorships, in kind resources, and memberships to sustain the Corporation
- Recruits Corporation leadership and facilitates engaging corporation meeting speakers

Leadership and Management:

- Hires, supervises and terminates staff and contractors based on the performance expectations and personnel policies adopted by the Corporation
- Develops and maintains policies and procedures of the Corporation
- Seeks sources of local, state, federal and private funds to ensure program stability
- Maintains oversight and implementation of all contracted services
- Ensures compliance of financial accounting with state and federal requirements under Generally Accepted Accounting Principles (GAAP)
- Prepares and recommends an annual budget for approval by the Corporation, prior to the beginning of the fiscal year, to ensure proper allocation of cost, reasonable and necessary expenditures and efficient use of resources
- Ensures ongoing programmatic excellence, rigorous program evaluation and consistent quality of finance and administration, communications and systems; recommends timelines and resources needed to achieve strategic goals
- Ensures effective systems to track progress and regularly evaluates program components to measure successes that can be effectively communicated to Corporation members, funders and stakeholders
- Coordinates the preparation of reports to the community

Public Relations:

- Serves as spokesperson for the work of the Corporation by appropriately projecting the mission and vision of One Voice for Volusia to a wide variety of audiences
- Develops white papers, media stories, news articles and press releases designed to engage community stakeholders
- Maintains One Voice for Volusia's web sites and social media sites and responds to the general public's and members' enquires
- Establishes and maintains strong working relationships with identified stakeholders
- Engages in leadership roles that promote the Corporation's professional services (convening, facilitating, data publication, evaluation, training, youth substance abuse prevention, etc.)

Knowledge, Skills and Abilities

Knowledge:

- Familiarity with health and human services organizations in Volusia County and surrounding areas
- Understand commonly practiced data research and collection processes
- Expert proficiency in computer software: Microsoft Office (Word, Excel, PowerPoint, Publisher), Front Page, Adobe Acrobat as examples
- Knowledgeable of the principles and practice of not for profit organizations, including rules, regulations, budget and finance management.
- Familiarity with human resources rules and regulations
- Contract negotiation and monitoring

Skills:

- Excellent interpersonal skills
- Convening and facilitation skills
- Computer and information technology skills
- Effective written and oral communication skills
- Effective public speaking skills
- Excellent managerial behavior including the planning and organizing of work activities, delegation of authority and accountability
- Personnel supervisory skills

Abilities:

- Identify and initiate new sources of corporate and corporation development to maintain relevance
- Innovative thinking and problem solving
- Exhibit leadership among employees and community colleagues
- Mobilize individuals with different ideas, skills and values and inspire other to achieve results
- Exercise sound judgement and discretion in establishing, applying and interpreting policies and procedures.
- Direct the operation of programs effectively



One Voice for Volusia

- Research, analyze, and plan program and budget information based on existing data, using resources available, including the internet
- Build positive relationships with Corporation members, funders, and other stakeholders
- Build partnerships with community based organizations with the ability to convene stakeholders, on a myriad of community issues
- Strong time management for project implementation

Qualifications

- B.S. or B.A. in a field relating to health and/or human services or equivalent experience
- Master's degree preferred or equivalent work experience
- Demonstrated skills and work experiences in leading, developing, and maintaining a corporation of like-minded community organizations; business/office management and development; budget preparation/administration; current in electronic and information technologies; data collection and reporting; as well as working with and management of volunteers and community groups
- Candidates with extensive knowledge of the community will be given preference