



POSITION DESCRIPTION

Position: Executive Director

Reports To: Kalamazoo County Child Abuse and Neglect Prevention Council Board of Directors

POSITION PURPOSE:

The Executive Director is responsible for achieving KCAN's mission statement by executing the strategic and operational goals of the Council. The Executive Director acts as the Council's ambassador at professional meetings, committees, and in other capacities as designated by the Board of Directors.

REPORTING RELATIONSHIP:

This position reports to the Board of Directors. This position can supervise two to three staff members, interns, and volunteers.

ESSENTIAL FUNCTIONS:

- A. Fiscal Management: Carries overall responsibility for all aspects of fiscal management, including assuring financing for current operating needs and long term goals.
 - 1. Works with the Finance Committee by providing leadership to (1) the budgeting process, (2) the timely reporting of the Agency's total financial position and (3) maintaining financial controls.
 - 2. Responsible for the management and allocation of restricted funds for their designated purposes.
- B. Fund Raising: Ensures development and implementation of fund development strategies, and plans that support the Agency's diversity of revenue sources.
 - 1. Oversees the implementation, execution, and evaluation of fund development activities including but not limited to: Grants, special events, annual giving, direct mail, and donation campaigns.
 - 2. Oversees the grant process including the researching, writing, and reporting.
 - 3. Organizes and executes diverse fund raising plans and events.
- C. Programs and Services: Oversees the programs and services educating all sections of the community for the prevention of child abuse and neglect.
 - 1. Provides assistance in defining community needs and makes program recommendations to the Board.
 - 2. Directs the growth and sustainability of current programs and services.
 - 3. Conducts educational sessions to a variety of different audiences.
 - 4. Ensures the highest quality in customer service and program delivery.

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5. Evaluates the programs provided by the agency in relation to the mission and recommends modifications or termination where appropriate.

D. Advocacy: Projects the positive values and mission of the agency.

1. Works to achieve and maintain a positive visible community image.
2. Represents the agency in appropriate community events.
3. Promotes the agency to the community through personal contact, literature, and the media.
4. Establishes collaborative relationships with other community organizations.
5. Implements plans to assure an involved and growing membership.

E. Management: Manages the administration of the Council, Board and office functions.

1. Assures the proper use, management, security, and upkeep of Agency's facilities and property, owned and rented.
2. Actively participates in the Agency's strategic planning process.
3. As an agent of the Board, oversees all records, reports, and documentation of the Council's activities.
4. Manages the administrative support to Board standing committees and ad hoc committees.
5. Ensures smooth day-to-day operations of the agency.
6. Prepares reports for all meetings of the Board of Directors.
7. Submits recommendation for annual budget to the Board; revises and modifies budget as needed.
8. Conveys goals and strategies for overall agency policies to the Board.
9. Recommends policies to the Board and/or assists the Board in the formation of policies for the effective and economical operation of the agency. Ensures implementation of policies adopted by the Board. Has chief administrative responsibility for public accountability of the agency.

F. Human Resource Management

1. Delegates and supervises staff as an agent of the Board.
2. Recruits, interviews and selects staff that has the right technical and personal abilities to help further the organization's mission.
3. Implements a performance management process for staff which includes monitoring employee performance on an on-going basis and conducting an annual performance review.
4. Establishes a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
5. Disciplines staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures.
6. Works with the Board Development Committee to identify candidates for leadership positions.

This is not all inclusive of the total scope of duties to be performed. Other duties can be assigned when needed.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Education	Bachelor's Degree in Social Sciences, Human Services, Public Administration, or Non Profit Administration or equivalent degree. Master's degree preferred.
Experience	Minimum 5 years experience in operating a non-profit organization or professional equivalent
Required Knowledge:	Proficiency in fund raising.

Understanding of budgeting and financial statements.
Must have good presentation skills.
Must have proven track record with networking and establishing relationships with community organizations.
Must demonstrate strong ethics.
Strong leadership and interpersonal abilities.
Solid organizational and analytical skills.
Ability to coordinate, manage, and direct others.
Must be able to operate computer and office equipment.

To apply, please send cover letter and resume to info@kalamazoocan.com or mail to Selection Committee (KCAN), 420 E. Alcott, Ste. 500, Kalamazoo, MI 49001. Email preferred.

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