**FAMILY SERVICE OF BARTHOLOMEW COUNTY, INC.**

**POSITION**: Executive Director

**POSITION CLASSIFICATION**: Permanent, Full Time

**REPORTS TO**: Board of Directors

Family Service of Bartholomew County, Inc.

**Executive Director Position Description**

Family Service, Inc. is a private nonprofit organization that has been providing quality service since 1968. Family Service, Inc. focuses on mental health and body safety prevention education. Family Service, Inc. is dedicated to improving the mental wellness of our community through prevention, education, treatment, and advocacy.

**JOB SUMMARY:**

The Executive Director plans and executes all aspects of the agency’s program and is responsible for the overall effectiveness of the organization. The Executive Director maximizes all external relationships with government, mental health organizations, social service agencies, United Way of Bartholomew County, and the community-at-large, and serves as the visible spokesperson for the agency. The Executive Director’s activities should follow the agency’s mission and the strategic plan and should be executed in the manner that reflects stewardship of the agency’s resources, and that achieves performance goals. The Executive Director is responsible for working effectively with the Board of Directors. The Executive Director is responsible, in accordance with the purposes stated in the agency’s Articles of Incorporation and within the policies formulated by the Board of Directors for overall agency administrations:

1. FISCAL MANAGEMENT
2. DIRECTION, LEADERSHIP AND PLANNING OF THE PROGRAMS AND SERVICES OF THE AGENCY.
3. PERSONNEL ADMINISTRATION
4. INFORMATION DISSEMINATION AND LEADERSHIP TO THE BOARD
5. COMMUNITY LEADERSHIP AS IT AFFECTS THE AGENCY PURPOSE, MISSION, SERVICES AND CLIENTS.

**SCOPE:**

The Executive Director position is a regular full-time position under the direction of the Board of Directors. The Executive Director reports directly to the Board President.

**DUTIES AND RESPONSIBILITIES**:

The general and/or specific areas of responsibilities listed below may be delegated to, or shared with, the Program Coordinators; the Clinical staff, Business Office Manager, Grant Manager, Resource Development Manager and/or HR & AR Associate as long as the delegated responsibilities fall within that person’s general position description and the ultimate responsibility remains with the Executive Director. Within the limits of the agency’s programs and policies, procedures and budget, the Executive Director has the authority and responsibility to perform or to delegate the administrative duties listed below.

**Leadership and Direction**

* Develops and implements a yearly Operational Plan based on the strategic plan and with the input from the Board of Directors and Management Team that addresses yearly budget, staffing, fundraising/development, and partnerships.
* Establishes performance goals based on the Operational Plan and tracks/reports progress against goals.
* Provides guidance to the Board of Directors to help them fulfill their responsibilities as a Board members in formulating policy, financial oversight, fundraising, and assessing the performance of the agency.
* Executes the directives of the Board of Directors including staffing board meetings; distributing agendas, meeting minutes, financials, and other documents prior to the meetings. Provides updates on the agency’s performance and any key issues to the Board and provides staff support to board committees.
* Represents the agency to other organizations, negotiates and maintains partnerships.

**Financial Oversight**

* Prepares agency annual budget with the Accounting Firm and Board Treasurer that encompasses planned revenues and expenditures, manages the resources of the agency and is held accountable for the control of these resources.
* Supervises the preparation of the monthly financial statements; ensures that the required financial reporting is provided and oversees preparation of annual audit by auditor with the Business Office Manager and Accounting Firm.
* Approves agency expenditures; reviews and signs all contracts.

**Fundraising and Public Relations**

* Is responsible and accountable for all successful fundraising and development activities of the organization.
* Supervises Resource Development Manager and works with Board to create and execute an annual Development Plan as a part of the overall Operational Plan that is aligned with the strategic plan.
* Works with the Resource Development Manager to identify and cultivate corporate and individual donors; and oversees all fundraising events.
* Works with Grants Manager to identify areas of growth and capacity building that are aligned with the strategic plan. Reviews and approves potential grant applications to ensure they reflect the agency’s priorities.
* Approves all agency publications and public statements and ensures that there is on-going communication with key agency stakeholders and community partners.
* Acts as agency spokesperson to media on policy and agency programming.

**Staff Supervision and Development**

* Provides leadership, direction and mentoring for agency team members.
* Encourages, monitors, and evaluates team members’ job performance. Sets yearly performance goals, provides on-going feedback, evaluates job performance, and provides yearly, face to face performance evaluations.
* Provides appropriate staff development and training opportunities to staff to ensure a high level of technical skills and knowledge in their area of programming.

**Programmatic Leadership**

* Provides vision for program development by identifying trends and opportunities.
* Directly supervises Business Office Manager, HR & AR Associate, Prevention Education staff and Community Wellness staff ensuring they have adequate resources and support to effectively perform their jobs.
* Work with management team to evaluate and monitor program effectiveness.

**PROFESSIONAL EXPERIENCE AND QUALIFICATIONS**

* Three plus years of experience in progressively more responsible leadership roles in nonprofit or mission-driven organizations.
* Demonstrated experience delivering high impact community-based program and results.
* Functional experience including marketing, communications and financial management preferred but not required.
* Understanding of mental health and child abuse landscape, issues, and centers of influence preferred but not required.
* The Executive Director’s education, training, and experience are determined by the Family Service Board of Directors.
* Master’s degree is preferred but not required. In lieu of a master’s degree a bachelor’s degree in social service/human service related field with demonstrative experience in clinical setting is required.

**Other Personal Characteristics**

* A leader who inspires confidence internally and externally, who knows hot to lead, empower others and nurture talent.
* Strong executive presence and an articulate communicator who can deliver messages with confidence.
* Exhibits self-awareness and resilience.
* Flexible and adaptable; able to juggle multiple projects and priorities based on the needs of the organization; can quickly adjust key priorities in response to changing dynamics.
* Driven leader with high level of ethics and uncontested integrity.
* Possess a passion and commitment to make a difference in a nonprofit setting and to Family Service, Inc. mission.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent is exposed to health and physical hazards associated with working in an administrative facility. The facility has no on-site parking. The facility shares a small parking lot across the street, which is available on a first come first serve basis.

The position has a competitive compensation and benefits package.

To apply please send cover letter, resume and salary requirements to Human Resources, Diane Elmerick at delmerick@familyservicebc.org