

Center for Independent Futures

Job Description: Executive Director

The Executive Director reports to the Board of Directors and is responsible for the organization's achievement of its mission and financial objectives.

GENERAL RESPONSIBILITIES:

- Provide vision for the organization with the support and encouragement of others.
- Direct responsibility to maintain, model and monitor the vision and mission of the organization.
- Oversee all aspects of the non-profit organization.
- Direct responsibility for strategic planning, financial planning, budget control, outreach, development planning, fundraising, marketing/communications strategy and planning, public relations, resource development and board development.
- Direct responsibility for new training/products/services product development and responsibility for delivery.
- Oversee all administrative functions with direct responsibilities for some supervision and evaluation of personnel.

SPECIFIC RESPONSIBILITIES:

- Vision and Mission: Direct responsibility for assuring and monitoring all activities of the organization to guarantee alignment with the vision, mission and requirements of a 501©3 organization.
- Strategic Planning: Direct responsibility for working in collaboration with the Board to create ongoing goals and policies. Direct responsibility for creation and implementation of the annual and strategic business plans.
- Financial Management: Direct responsibility for creation of the annual financial plan with the assistance of the financial manager and presentation to the Board of Directors for approval. Direct responsibility for establishing a fee structure for services and products. Direct responsibility for budget control.
- Development: Direct responsibility for creation of the development plan with the assistance of the manager of development. Oversee and give input into the implementation of that plan.
- Marketing/Communications: Direct responsibility for creation of the marketing/communications plan with the assistance of the marketing manager. Oversee and give input into the implementation for the marketing/communications plan.
- Public Relations: Direct responsibility for public relations including outreach to the community, networking with business, education and healthcare professionals, recruiting potential clients, managing key business relationships and media relations.
- Board Development: Direct responsibility to liaison with the Board and to communicate Board decisions and advisements to the organization.
- Resource Development: Direct responsibility to the organization to plan for and obtain media resources such as personnel, physical environment, equipment and financial resources.
- Program and Training/Products/Services Development and Delivery: Responsibility for programmatic excellence and evaluation with the assistance of the program director. Ensuring that all training and product development meets with a high standard and aligns with best practices with the assistance of the training and consultation director.
- Personnel: Direct responsibility for personnel functions including interviewing, hiring/firing, training program design, employee performance reviews, creation of employment policies and job descriptions. Oversight of community builders, independent contracts, volunteers and interns.
- Administration: Supervision of all day-to-day operations.

PREFERRED ATTRIBUTES:

- Passion for supporting individuals with disabilities.
- Bachelor degree required in education, public administration or related field.
- Master's degree preferred in education, public administration or related field.
- Has demonstrated progressive growth in fundraising.
- Financial acumen with over 5 years of budget responsibility.
- Strong leadership expertise and experience managing senior level staff.
- Knowledge of disability supports and services for individuals living in the community.
- Collaborative leadership experience
- Strategic planning and implementation skills
- Experience serving as an ambassador for the community and stakeholders