

The Family Center of Grosse Pointe & Harper Woods

Executive Director Job Description

Status:	Exempt
Reports To:	Board of Directors
Employment:	Part-time (75% = 30 hours/week) with flexible hours – programs and presentation are usually evenings, and some weekends.

POSITION OVERVIEW:

The Executive Director strategically leads and manages all operations of The Family Center (TFC). In partnership with the Board of Directors, develops and implements the strategic initiatives to support the mission, vision, values, and financial health of TFC, through successful programs, fundraising, resource management, marketing & communications, community engagement, etc.

Qualifications/Skills/Attributes:

- Effective communication skills, both written and oral.
- Advocacy, community relations, and marketing skills.
- Demonstrated ability to successfully raise funds from individuals, businesses, foundations and other potential contributors.
- Demonstrated ability to design and implement programs that will support TFC's mission and values.
- Energetic, inspiring and mission/values driven.
- Ability to work effectively with community and civic leaders.
- Ability to work effectively with a Board and committees.
- Proficiency with twitter, Facebook, Instagram, LinkedIn, podcasts, Microsoft Office, Google Suite and ability to stay current with new technology applications.
- Knowledge of QuickBooks and Excel preferred.
- Knowledge of the Grosse Pointe and Harper Woods communities a plus.
- 5 – 7 years previous leadership experience in non-profit organizations with progressively increased responsibilities.

Education:

- Minimum of a bachelor's degree in discipline/s suited to non-profit management and fundraising.
- Member of AFP and CFRP desirable.

RESPONSIBILITIES & PERFORMANCE GOALS:

Board Support and Leadership: In partnership with the Board, ensure that the structure and work of the Board of Directors produces the maximum return on their time, talents and energy on behalf of TFC.

Duties:

- Bring all appropriate policy decisions and governance issues to the Board in a timely manner so they can be addressed and resolved.
- Assist appropriate board members and committees to create the strategic plan and its periodic evaluation. Ensure that TFC's programs and activities align with the strategic plan.
- Attend all Board and Board committee meetings as an ex officio member.
- Assist in integrating new Board members, providing initial Board orientation and alerting the Board to ongoing training and evaluation opportunities to ensure ongoing leadership development.
- Ensure all Board committees have appropriate staff support.
- Provide technical expertise on matters of non-profit Board governance and operations as needed, recommending needed revisions to organization policies, procedures, bylaws and articles of incorporation as appropriate.
- Ensure that accurate minutes and attendance records of Board meetings are maintained and distributed in a timely manner to all Board members.
- Assist in engaging all Board members in serving the organization to the best of their ability according to individual Board members talents and interests.

Development: Ensure a diversified funding base for the organization that enables TFC to achieve its short and long-range goals and provides for the ongoing financial viability of the organization.

Duties:

- Ensure that TFC has an effective development strategy and development plan that increases revenue annually.
- Research potential new sources of revenue and pursue those appropriate to the organization.
- Ensure the appropriate tracking of donations, grants and donor acknowledgements consistent with the laws pertinent to charitable contributions and any stipulations applied by funder.
- Analyze and enhance performance of annual giving programs including donor acquisition, retention, and upgrade strategy effectiveness to create targeted campaigns with increased annual giving.
- Oversee planning and execution of fundraising events while partnering with volunteers.

Community Engagement: Advance collaboration with related organizations as well as individuals to create dynamic synergy, help achieve TFC's mission, and ensure its relevancy to families, youth and the community.

Duties:

- Be an effective spokesperson, representative and advocate for TFC with appropriate community and civic organizations.
- Recruit, engage and effectively utilize TFC Ambassador Circle members.
- Expand TFC volunteer corps including Association of Professionals, and Advisory Council.

Program: Create and deliver timely, inclusive issues-driven programs and resources that support the healthy development and success of families and youth.

Duties:

- Ensure the growth and continual improvement of programs that meet the targeted needs of our community consistent with the vision, mission and values of TFC.
- Create and implement methods to assess and evaluate programs and resources with appropriate Board members.

Finance: With appropriate board members and committees, ensure the financial sustainability and sound management of TFC's resources

Duties:

- Oversee all financial matters, including approving expenditures, monitoring receipts and cash flow, according to acceptable accounting standards.
- Prepare the annual budget with appropriate staff and Board committees and submit to the Board for approval. Support an annual audit.
- Prudently manage the organization's resources within approved guidelines.
- Ensure that the organization retain its not- for-profit tax-exempt status by abiding by all licensing and reporting requirements for same.

Marketing and Communications: Ensure that TFC has an effective marketing and communication plan that increases the positive visibility of TFC and its offerings to maximize community engagement and support.

Duties:

- Prepare and implement the annual marketing/communications plan with appropriate staff and Board committees.
- Ensure that the organization has a visible and effective public image through the publication of appropriate collateral material for outreach, regular use by the media, speaking engagements before service clubs/organizations, presence at appropriate public functions and ongoing correspondence communication with relevant stakeholders.

- Ensure that all staff and volunteers who interact with the public do so in an informed and effective manner.
- Establish and maintain contact with key individuals, local government, other nonprofit organizations and the business sector to further the public image and reputation of TFC.

Management: Ensure the organizational effectiveness of TFC.

Duties:

- Develop operations and procedures; ensure all organizational objectives are met.
- Provide leadership to strategic planning and annual business development process with appropriate staff and Board involvement.
- Remain alert to potential challenges that may affect TFC and ensure proactive actions are taken.
- Seek opportunities to grow TFC.

Human Resources: Ensure a work environment that supports achievement of organization objectives and continual improvement of TFC.

Duties:

- Hire and fire all staff in accordance with TFC policies, state and federal laws.
- Ensure that working conditions at TFC are in accord with TFC policies, local, state and federal law.
- Ensure that staff members have an accurate description of assigned job responsibilities and that staff performance is evaluated on a regular basis.
- Ensure that staff receives appropriate training and supervision to carry out assigned job responsibilities.
- Successfully motivate and nurture staff to support TFC's mission and values.
- Maintain/update employee policies and procedures, and independent contractor files.
- Recommend to the Board needed policy revisions, salary adjustments and/or needed staffing changes.