



## **JOB DESCRIPTION**

<b>TITLE:</b>	Executive Director
<b>RESPONSIBLE TO:</b>	Board of Directors
<b>POSITIONS SUPERVISED:</b>	Administrative Staff, Supervisors and Coordinators
<b>WAGES/SALARY:</b>	Commensurate to experience and qualification
<b>TIME COMMITMENT:</b>	Full Time Salaried-Exempt

### **GENERAL SUMMARY:**

The Executive Director must possess strong business administration and leadership abilities, possess experience and knowledge in the areas of social change, non-profit management, leadership, human services preferably in the areas of domestic violence and/or sexual assault, as well as building and sustaining an organizational culture that promotes a culture of care, program development and prioritization of services. He/she must demonstrate stability in personal presentation and professional relationships. The ability to develop and sustain positive community relationships that promote resource development and sharing is pinnacle. This position requires a master's degree in business administration, social work, or related field. Experience in fundraising, fiscal management, facility management, and grant writing; experience in administration and personnel supervision; excellent oral and written communication skills; experience in working with a board of directors and committees; excellent organizational skills and knowledge of domestic violence and sexual assault. Hope Shores Alliance serves a five county area which includes Alpena, Alcona, Montmorency, Iosco, and Presque Isle.

### **RESPONSIBILITIES AND DUTIES**

- Maintain a leadership role in promoting the mission, vision and philosophy of the organization on local, state and national levels working toward social and systems change.
- Carries overall responsibility for budget development and fiscal management (P&L) and ensures the future of Hope Shores Alliance, initiating and expediting long-range financial planning processes.
- Maintain a leadership role in working to ensure the agency's plans, policies and procedures are current and reflective of the vision and scope of the organization.

- Maintain the strictest level of information confidentiality in compliance with the state and federal guidelines.
- Works to achieve and maintain a positive, visible image, including sound relationships with other relevant community organizations, ensuring that Hope Shores Alliance is known as a valued human service agency.
- Writes and/or reviews government, foundation, or other grants to ensure adequate support of new or ongoing programs.
- Maintain leadership of internal quality assurance processes to ensure quality and quantity of services remains compliant with grant/contract requirements.
- Promote leadership and professional development amongst staff.
- Maintain a culture of care honoring survivor choices and diminish the potential for vicarious trauma amongst staff.
- Inform the Board of Directors regarding local, state, and national policies.
- Maintain authority for hiring and termination decisions in day to day operations in compliance with quality assurance standards and contract requirements.
- Attend all trainings as required by agency, funding, and accreditation source standards.
- Maintain regular and reliable attendance.
- Follow all Board Policies and Procedures.
- Perform additional duties as prescribed by the Board of Directors.

#### **PROFESSIONAL QUALIFICATIONS:**

- Requires a master's degree in a field of business administration or social/human services with supporting experience of social change, or a master's or bachelor's degree in a related field of study with a minimum of five years non-profit management and social/systems change experience.
- Successfully complete MDSVPTB New Executive Directors training at the earliest available date following hire.
- Must possess adequate verbal and written communication skills to perform all listed duties.
- Must submit to a Michigan State Police Department criminal background check, state and national sexual assault registry check and Central Registry Clearance resulting in a no criminal history finding.
- Demonstrated ability to develop and execute strategic missions and visions.
- Appreciation of diversity and sensitivity to people of varying lifestyles, ethnicity, and religious groups.
- Valid Michigan Driver's License

*Hope Shores Alliance is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.*

*Employment with Hope Shores Alliance is "at-will" and is subject to termination by you or Hope Shores Alliance, with or without cause, and with or without notice, at any time. Nothing in agency policies will be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Hope Shores Alliance employees.*

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Date: \_\_\_\_\_

Executive Director Signature

\_\_\_\_\_

Date: \_\_\_\_\_

President, Board of Directors Signature