

STAFF POSITION: EXECUTIVE DIRECTOR

SELECTION METHOD: HIRED BY BOARD OF DIRECTORS

REPORTS: REPORTS DIRECTLY TO PRESIDENT

Job Type: Full-time

Salary: \$45,000.00 - \$60,000.00 per year

Benefits:

- Paid time off

Education:

- Bachelor's (Preferred)

TOP DUTIES AND QUALIFICATIONS:

The Executive Director is in charge of overseeing the organization's strategic vision and leading decisions to drive quality and growth. Primary duties include collaborating with the Board of Directors and staff to implement strategic plans for development and maintaining relationships with stakeholders.

TIME REQUIREMENTS - Salaried position.

Individual meetings with the President of the Board as needed

Attend all regular Board meetings

Public speaking engagements

Fundraising events

Association conferences, events, dinners, etc.

Support group training and meetings as necessary

Recruitment of support group facilitators and other volunteers

Grant writing and management

Financial management of the organization

Travel in and out of state

Office management

RESPONSIBILITIES

- Collaborate with the board of Directors to identify, create and implement strategic plans to actualize organization objectives.
- Identify, recruit, train and develop a talented team of employees who can support, inform and assist stakeholders.
- Monitor company operations and ensure employees and business practices comply with regulatory and legal requirements.
- Develop the organizational culture and promote transparency and collaboration throughout the organization.
- Develop partnerships with company stakeholders, shareholders, industry regulators and other relevant parties.
- Identify potential risks and opportunities within the organization and its environment to protect organizational interests.
- Identify potential sources of income and organize fundraising efforts.
- Represent the company at social and corporate events in ways that strengthen the brand and communicate the organization's message.

Responsible for the program management of the organization, which includes making sure the goals and objectives of any grants or contracts (or other funding sources) are

being met in a timely manner; development of workplans for staff and volunteers to meet the agency's goals and objectives; development of short and long-range plans as well as strategic plans for the organization in conjunction with the Board of Directors; maintains working and/or cooperative agreements; development and implementation of agency policies and procedures.

FINANCIAL RESPONSIBILITIES

Responsible for the fiscal management of the organization, which includes budget development and implementation; close monitoring of the budget on a monthly basis; preparation of budget spreadsheets and reports for the Board of Directors on a monthly basis (the Board Treasurer can assist with this); providing information to Board members regarding budget changes/modifications or areas of concerns, fundraising endeavors, new grant or contract awards, office lease, audits (if needed); computerization of budget spreadsheets, documents, and reports; etc.

- Maintenance of bookkeeping records.
- Responsible for all deposits and check withdrawals.
- Responsible for submitting checks (bill payments) to appropriate recipients.
- Responsible for accounts payable/accounts receivable, receipts, records and general bookkeeping practices and standards.
- Responsible for payroll

Other Duties as Assigned

This is a salaried position in which the person will work 40 hours a week. Applicant should possess a bachelor's degree in social work, psychology or other closely related field. Knowledge of brain injury and stroke survivors strongly desired. Ability to communicate verbally and in writing, and effective communication skills.