

Job Title: Executive Director

Salary: Full Time Salaried

The Executive Director is responsible to the Board of Directors and collaborates with the chairperson to ensure that the board of directors fulfills its governance function. At least 50% of his/her time is spent facilitating optimum interaction between the board, staff, volunteers and the community to ensure that the organization's mission and strategies are achieved. Planning, evaluation, policy development and administration, personnel, fundraising, fiscal management and public relations are essential responsibilities. At least 50% of his/her time is spent developing, expanding and administering the organizations programs.

Skills:

- Written/Verbal Communication
- Basic Computer
- Basic Finance
- Some experience managing people
- Ability to Delegate
- Conceptual Skills
- Ability to implement team management
- People Skills - sensitivity to diversity
- Organizational Skills
- Self Motivated

Scope of Responsibilities:

1. Liaison with Board of Directors

- Reports programming, staffing and office operations to the Board of Directors
- Monitors and manages the implementation of the Neighbors In Ministry, Inc. Strategic Plan
- Facilitates ongoing board development
- Facilitates the Board of Directors in long range planning and policy making

2. Finances

- Ensures on-going funding
 - 1. Writes grants and generates reporting to maintain grants
 - 2. Teams with Marketing Committee in developing on-going fundraising Efforts
 - 3. Maintains and expands the donor base
- Assists the board in preparing annual budget.
- Monitors budget and fiscal matters.

Job Descriptions

3. Program Development

- Develops, implements and administers all programming.
- Maintains program integrity.

4. Personnel

- Employs and supervises staff.
- Monitors and documents staff performance; provides for staff development.

5. Volunteer Participation

- Supervision and nurture of volunteers.
- Expands volunteer participation.

6. Parent Participation

- Empowers parent's participation in parent's organization, program, and fundraising

7. Networking

- Nurtures current partnerships and develops new ones as appropriate

8. Public Relations

- Represents "Neighbors" in public venues, coordinates, prepares and delivers written, oral and visual presentations in public arenas

9. Professional Development

- Keeps abreast of developments in field
- Increases knowledge base of....
 - Non-profit Management
 - Anti-racism Analysis and Training
 - Primary and Secondary Education
 - Mentoring and Leadership Development
 - Conflict Resolution and Social Action