

TRAUMA RECOVERY ASSOCIATES

JOB DESCRIPTION

JOB TITLE: Executive Director

REPORTS TO: Board of Directors

STATUS: Part-Time

SUMMARY

Under the direction of the Board of Directors, the Executive Director is responsible for the oversight of TRA's day to day operations, including staff supervision, program and strategic planning, finances, fundraising, marketing and community outreach.

QUALIFICATIONS

Two years of leading a non-profit organization or similar administrative experience

Desire for candidates with marketing and fundraising experience

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Oversees TRA programming.

- Manages development efforts in collaboration with the Development Committee. (Also Clinical Director as requested)
- Manages fund development efforts in collaboration with the Fund Development committee.

Provides financial oversight.

- Manages employee compensation and payment of royalties.
- Handles deposits and transfers of funds.
- Oversees the implementation of the Financial Policies and Procedures.
- Ensures timely filing of taxes and tax related forms.
- Manages other financial matters related to TRA not handled by the Treasurer

Files and signs all legal forms for TRA.

- Oversees adherence to TRA bylaws.
- Oversees personnel records, reports re: potential Board members' conflicts of interest.
- Files all forms related to charitable registration, license for solicitation, nonprofit corporation, copyright, and memberships.

Works with Board committees, assists in recruitment of Board members and succession planning.

Manages all TRA paid staff, contracted employees, and volunteers, including hiring, training, supervising, and evaluating personnel; and mental health personnel (in conjunction with the Clinical Director).

- Fosters a positive and inclusive environment.
- Develops and executes personnel policies.

Exhibits Performance Assessment Competencies established by the Board:

Personal Qualities

1. Conducts self in a manner that reflects positively on the agency and demonstrates a personality, outlook, and attitude that creates trust and support from diverse stakeholders
2. Demonstrates sensitivity to and respect for others and exhibits appropriate concern for subordinates as individuals
3. Respects confidentiality and exemplifies professional and ethical standards
4. Exercises good judgment in dealing with sensitive issues between people and groups
5. Maintains healthy balance of time management and priorities in both work-related and personal matters

Leadership

1. Promotes a culturally diverse and sensitive organization
2. Develops agency vision in collaboration with the Board
3. Communicates agency vision to organizational partners and community
4. Communicates agency vision to staff
5. Responds to constructive suggestions

Relations with Board

1. Builds and maintains strong working relationship with Board
2. Provides Board with accurate and adequate information regarding all operations of agency
3. Accurately identifies, analyzes, and communicates problems, issues, and opportunities confronting the agency to the Board
4. Encourages and participates in Board training and development
5. Works with Board committees and assists in recruitment of Board members

External Relations

1. Effectively represents the agency with all stakeholders
2. Cultivates positive working relationships with community organizations
3. Oversees public relations efforts
4. Listens and responds effectively to customer/stakeholder questions and resolve problems effectively and with respect to all parties

Strategy Formulation/Execution

1. Collaborates with Board on development of clear mission statement, core priorities, policies and strategic plans
2. Ensures agency's resources and budget are aligned with organization's mission and goals
3. Performs Executive Director functions and responsibilities accurately and effectively and refers other functions to staff in a timely and appropriate manner
4. Ensures that agency operations comply with requirements of all pertinent laws, regulations and agency's policies and procedures
5. Demonstrates support for organizational changes and shows flexibility and adaptability to change
6. Makes sound decisions and timely adjustments in strategies when conditions demand change

Human Resources Management/Relations

1. Fosters a positive inclusive work environment that attracts, respects, and motivates all staff and volunteers
2. Encourages giving and receiving of feedback and opinions
3. Interviews and hires staff
4. Provides training to staff regarding the vision and values of the organization as well as specific job responsibility for each position
5. Provides supervision and guidance to staff
6. Develops and executes sound personnel policies and procedures including performance assessment process with staff
7. Manages employee issues up to and including termination
- 8.

Service Knowledge/Delivery

1. Demonstrates thorough knowledge and understanding of core values and services of the agency
2. Effectively and accurately administers programs and other services

Succession

1. Participates in creating a succession plan for the Executive Director position as well as other key positions

Agency Functions

1. Presents, consults, and provides training on Trauma Model and agency programs
2. Files and signs all legal forms for agency
3. Manages Development efforts in collaboration with the Development Committee

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.