

Children of the Immaculate Heart

JOB DESCRIPTION

TITLE: Executive Director
FLSA STATUS: Exempt

SUMMARY:

It is the responsibility of the Executive Director to oversee all operations and carry out the decisions of the Board of Directors.

The Executive Director is charged with the authority to hire and train staff and be the liaison between the staff and the Board. It is ultimately the responsibility of the ED to ensure all policies and procedures are within place so the various programs can operate effectively. The Executive Director is the direct supervisor of all department heads and program managers.

Principal Accountabilities:

Specific duties and responsibilities of the Executive Director include but are not limited to:

- 1) Recruiting, hiring and training
 - a) It is the primary role of the Executive Director to oversee the hiring process.
 - b) This includes creating effective job ads, clear job descriptions with KPI's, and posting those ads.
 - c) The Executive Director may choose a team to be part of the interview process
 - d) While this may be delegated, ultimate authority to hire lies with the ED
 - e) The ED is responsible to ensure a robust and efficient onboarding and training program is in place for all employees.
- 2) Operations
 - o It is the duty of the ED to oversee all operations.
 - o Each department head reports to the ED and it is the job of the ED to ensure each department head runs programs smoothly and is equipped to do so.
 - o The ED must hold each department head accountable for the successful running of their department and all compliance with state regulations.
- 3) Liaison between the Board and Staff
 - o It is the responsibility of the ED to carry out the decisions of the Board
 - o The ED is the liaison between the board and the staff. The ED communicates the board's decisions to the staff and the needs of the staff to the Board.
- 4) Marketing & Recruiting Management
 - o The ED is responsible, along with the help of the program managers, for recruiting clients for our programs.

5) Fundraising and Finances

- The Executive Director oversees the Development Department and is responsible for the fiscal management of all operations.
- The ED is expected to write articles and give public talks as part of the organization's fundraising efforts.
- The ED is the voice of the organization for all media contacts.

Principal Interactions:

The primary relationships of the Executive Director include: the Administrator, Development Director, Office Manager, Program Managers, and the Board of Directors.

Education / Experience / Knowledge Requirements:

The position of Executive Director requires a minimum of a bachelor's degree and experience working with mental health patients, human trafficking victims, congregate care homes, or non-profit management. Master's Degree preferred. Experience working with victims of sex trafficking strongly preferred. Five years' experience of the supervision of staff is required. A valid driver's license from the state of employment is required.

Authority Level: All Operations

Reports to: Board of Directors