

## **Children of the Immaculate Heart**

### **JOB DESCRIPTION**

**TITLE:** Executive Director  
**FLSA STATUS:** Exempt

#### **SUMMARY:**

It is the responsibility of the Executive Director to oversee the daily operations of the organization and to carry out the decisions of the Board of Directors, enforcing whatever policies are put in place and making sure that approved programs and services are provided to survivors of sex trafficking. The Executive Director is responsible to create and maintain the culture of the organization which operates under the motto “Restore all things in Christ.”

The Executive Director is charged with the authority to hire and train staff and must find staff who both have the appropriate skill sets for their positions and are a good culture fit. The ED is the liaison between operations 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 the Director of Operations and other Director-level staff.

The Executive Director is also responsible for the fiscal management of the organization, creating budgets with the various department heads and making sure those budgets are followed. It is also the ED’s responsibility to work with Development staff to raise the funds needed so that our mission can continue.

#### **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 and to work closely with the Director of Operations for this.
  - 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) The ED is responsible to ensure a robust and efficient onboarding and training program is in place for all employees.
  - e) While this may be delegated, ultimate authority to hire lies with the ED
  - f) The ED’s job is ultimately to hire and retain great staff members.
2. Operations
  - o It is the duty of the ED to supervise the Director of Operations to ensure that all business and programs are running smoothly and effectively.

3. Board Participation and Role
  - The Executive Director is a voting member of the Board of Directors.
  - It is the responsibility of the ED to work with the Chairperson to create meeting agendas.
  - The Executive Director is an ad hoc member of all committees of the Board and is expected to participate in each committee meeting (finance, fundraising events, etc.)
  - It is the responsibility of the ED to carry out the decisions of the Board and enforce policies that have been approved.
  - The ED is the liaison between the Board and the staff. The ED communicates the Board's decisions to the staff as necessary and the needs of the staff to the Board.
  
4. Marketing & Recruiting Management
  - The ED is responsible for ensuring that the program managers effectively recruit clients for our programs.
  - Participate in local meetings where other service providers and those involved in the anti-trafficking movement meet to network and promote our programs.
  
5. Fundraising
  - The Executive Director works with the Director of Operations to oversee the Development Department and ensure that sufficient funds are on hand for the mission to operate effectively.
  - 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.
  - The ED is also expected to meet with donors on a one on one or small group basis as part of our donor relations development and to participate in the fundraising events planned by the Fundraising Events Committee of the Board.
  
6. Finance Management
  - The ED is responsible for the fiscal management of all operations.
  - Responsible for ensuring we always have at least 3 months of operating expenses in our savings accounts.
  - Responsible for annual budget creation and enforcement of the budget in daily operations, along with the Director of Operations.
  - Along with the Board Treasurer, the ED must make the Board aware of current financial situations so that we can act responsibly as an organization.
  - Participate in Finance Committee meetings and work with finance staff and volunteers as needed.

### **Principal Interactions:**

The primary relationships of the Executive Director include: the Director of Operations and all Director-Level Staff, the Board of Directors, and our donors.

**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, and/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