



## **Institute for Human Services, Inc.**

**Position Title:** Executive Director

**Reporting Relationship:** Reports directly to the Board of Directors

**General Summary of Duties:** The Executive Director is the Chief Executive Officer of the Institute for Human Services, Inc. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives. The Executive Director will:

1. Implement the strategic goals and objectives of the organization
2. With the chair, enable the Board to fulfill its governance function
3. Give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and annual goals and objectives

### **Essential Responsibilities of the Position:**

#### **In program development and administration, the Executive Director will:**

1. Assure that the Institute has a strategic plan which will enable the Institute to achieve its mission in a consistent and timely manner.
2. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
3. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
4. Maintain a working knowledge of significant developments and trends in the field.

#### **In communications, the Executive Director will:**

1. See that the board is kept fully informed on the condition of the Institute and all important factors influencing it.
2. Publicize the activities of the organization, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and point of view of the Institute to agencies, organizations, and the general public.

#### **In relations with staff, the Executive Director will:**

1. Be responsible for the recruitment, employment, and release of all personnel.
2. Ensure that job descriptions are developed and that sound human resource practices are in place.
3. See that an effective management team, with appropriate provision for succession, is in place.
4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
5. Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.



**In budget and finance, the Executive Director will:**

1. Be responsible for developing and maintaining sound financial practices.
2. Work with the staff, Finance Committee, and the board in preparing an annual budget; see that the Institute operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.
4. Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

**Required knowledge and Skills:**

1. Excellent verbal and written communications skills
2. Strong public speaking skills
3. Meeting/ process facilitation skills
4. Skill in establishing and maintaining effective working relationships with consumers, staff and the public
5. Skill in exercising initiative, judgment, discretion and decision-making to achieve organizational objectives.
6. Excellent leadership qualities
8. Ability to manage, supervise, and train staff
9. Ability to effectively coordinate activities and resources
11. Ability to effectively manage finances, employee performance, agency programs, and marketing and media relations
12. Strong organizational skills
13. Professionalism and attention to detail and quality
15. Ability to establish priorities and work in a multi-tasking environment
16. Skill in marketing and promotion
17. Skill in identifying and resolving problems
19. Ability to confidently handle crisis situations
20. Ability to identify community needs and resources as they relate to human services programs and services.
22. Strong motivation to succeed
23. Committed to fulfilling the mission and goals of the Institute for Human Services, Inc.
28. Knowledge of management principles and strategic and business planning
29. Knowledge of human resources management and leadership of individuals, groups and organizations
30. Knowledge of the Human Services, Education, Public and/or Health Care Sector

**Qualifications:**

1. A Master's Degree in a relevant field
2. A minimum of 3 years of directly related job experience at the appropriate level with proven supervisory, management and financial experience