



Job Description

Job Title: Executive Director
Department: All
Reports to: Board of Directors
FLSA Status: Exempt/Full Time
Revision Date: 08/04/2020

GENERAL POSITION SUMMARY

The Executive Director is responsible for the professional leadership and management of RCPC. S/he will spearhead the further development of RCPC's role as the lead agency in the prevention of child abuse and neglect and advocacy for healthy families in Interior Alaska. The Director, working in concert with the board, staff and volunteers will move the Agency forward in the development and implementation of internal and external goals that reflect the organization's vision, mission and business plan. The Director provides overall leadership for strategy, organizational development, implementation and financial oversight.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Responsibilities:

- Give vision and leadership to the strategic and day-to-day program implementation of RCPC's departments
- Promote and maintain organizational vision among the board of Directors, staff, volunteers, members and the community at large. Working toward agency unity, cohesiveness and common identity for all staff and programs
- Actively seeks program and agency funding opportunities through grants, matching funds and available opportunities
- Performs grant research, oversight, and/or writing and editing of grant proposals and other business documents
- Oversees grant program design and implementation, compliance and grant reporting
- Implements the policy directives emanating from the Board of Directors and assumes the overall leadership role in guiding all administrative, fiscal, program and community activities
- Responsible for the oversight of completion of program's narrative reports monthly, quarterly or as required by granting agencies, and completes and compiles required documentation for State mandated reporting
- Conducts program evaluations, responds to program audits, prepares corrective actions, and implements required program changes
- Identifies resources needed and assigns individual responsibilities
- Develop, facilitate and direct the RCPC Management Team toward a well-coordinated intra-agency management process
- Evaluates the agency services in relation to approved agency strategic, long-range plan, goals and objectives. Recommend modifications and propose new programs as appropriate to our overall programming strategy



- Maintain a strong working relationship with the Board of Directors and Board Committees and keep them informed of the status of agency programs and services. Initiate and recommend to the Board long and short-term plans for the development of agency services
- Leads the RCPC Management Team, scheduling and conducting regular meetings
- Leads monthly group staff meetings and maintains open communication
- Initiate and maintain monitoring/evaluation systems for programmatic aspects of services.
- Oversee system of data and statistic collection and case tracking
- Interpret trends in the field of child abuse and neglect prevention and family services to the Board, maintaining an active involvement in the professional field
- Maintain collegial working relationship with Grant Administrators, Program Managers and collaborative community partners. Networks with community agencies, service providers, and businesses to foster positive interagency working relationships
- Responsible for the selection of all Administrative and Management Staff including interviewing, hiring, managing and conducting job performance evaluations
- Provides employment practices oversight on all RCPC employees
- Works according to a schedule that is responsive to the agency's needs, which may include some evening and/or weekend hours
- Travel within and outside the State of Alaska is required
- Other duties as assigned by the needs of the position and the direction of the Board of Directors

Finance Responsibilities:

- Responsible for maintaining sound financial practices
- Work with the staff, Finance Committee, and the board in preparing a budget; see that the agency operates within budget guidelines
- Ensure that adequate funds are available to permit the organization to carry out its work
- 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

Volunteer Management and Outreach Responsibilities:

- Raises the visibility of the organization through the development and implementation of a sustainable marketing campaign geared to its various constituencies as well as the public
- Publicize the activities of the organization, its programs and goals
- Establish sound working relationships and cooperative arrangements with community groups and organizations
- Provide oversight and management of Volunteers, actively seeking new recruits, promoting broad participation by volunteers in all areas of the agency's work
- Act as a community liaison, representing RCPC in public relations and media activities and prepares outreach plans for program expansion and maintenance as needed
- Leads, promotes, initiates and provides oversight of all of RCPC's fundraising activities



KNOWLEDGE, ABILITIES AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to communicate directly and respectfully
- Ability to work under stressful conditions
- Avid Multitasking
- Detail oriented with a high level of accuracy; motivated and willing to take initiative
- Team Oriented
- Maintain strict confidentiality
- Excellent oral and written communication skills
- Excellent Interpersonal Skills
- Dependable, consistent and accountable
- Experience and/or desire to work in a non-profit environment and with families and children
- Excellent project management skills with experience in managing and supervising administrative projects

MINIMUM EDUCATION/EXPERIENCE:

- Bachelor's Degree in behavioral sciences such as psychology, sociology, social work, human services, or related fields. Business Administration Degrees may supplement the above requirement
- Minimum of five years management experience including personnel supervision and financial management
- Experience in Budget preparation and execution, Grant Writing and Fundraising, and/or academic training in the areas of Budgeting, Human Resources, Grant Administration
- Working knowledge in Microsoft and windows products such as Excel, Word, Outlook and Internet Search and usage
- Must be able to pass an extensive background check

PREFERRED EDUCATION/EXPERIENCE:

- Experience working in a non-profit environment
- Experience working with multiple agencies and community groups
- Knowledgeable in marketing and volunteer coordination
- Working knowledge in fundraising and community outreach

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged sitting or standing for long periods of time
- Frequent walking
- Frequent bending, stooping, reaching, pushing and pulling
- Occasionally will lift up to 20 pounds
- Normal vision range