

Grassroots Crisis Intervention Center, Inc.

Job Description

Position Title:	Executive Director
Supervisory Responsibilities:	Oversight of Directors and Overall Operations
Reports to:	President of the Board
FLSA Classification:	Exempt
Date:	August 2016

Position Summary:

Grassroots is seeking a dynamic executive to provide leadership both internally and externally with the agency's many partners, public and private, in the community. This individual will have overall responsibility for the management and functioning of the agency, clinical direction, setting program priorities, quality standards, performance effectiveness, financial management, and adherence to federal, state and county requirements. The Executive Director will work closely with the Board of Directors on strategic planning and overall direction of the organization.

Primary Duties and Responsibilities:

Leadership

- Is responsible for overall operations of Grassroots including Crisis Intervention, Shelter Programs, Mobile Crisis Team, the Day Resource Center, and community outreach
- Participate with the Board of Directors in the periodic, ongoing development and implementation of a strategic plan to guide the organization
- Keep the Board advised of internal and external issues
- Establish and maintain essential partnerships in the community

Program Planning and Management

- Develop the operational plans that incorporate the objectives of the strategic plan
- Ensure effective and efficient day-to-day operations of all programs
- Develop and monitor performance metrics for all programs.
- Ensure the agency and the staff maintain the required certifications
- Review policies annually and draft new or updated policies for approval by the board.
- Ensure personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Oversee grant writing and reporting including seeking out new grants

Community Relations/Advocacy

- Serve as the spokesperson for the agency, serving on boards, committees and taskforces relevant to the mission of the agency
- Represent the agency at community activities and participate in addressing emerging community needs
- Recognize donors
- Maintain and nourish existing partnerships and cultivate new partners

Human Resources

- Determine staffing requirements for organizational management and program delivery
- Oversee human resources policies, procedures and practices
- Ensure all staff receive ongoing professional training
- Coach and mentor staff as appropriate to enhance their performance
- Maintain and promote teamwork and collaboration among all staff

Financial Management

- Oversee the preparation and management of the annual budget including a monthly financial report to the Board
- Present and defend the annual budget to the Board and county officials
- Participate in fund raising activities as appropriate

Supervisory Responsibilities:

- Provide oversight to Program Directors and the Director of Finance

Required Education and Experience:

- Masters Degree in a relevant specialty
- Experience in Human Services
- 5+ years of management experience

Desired Education and Experience:

- Grant writing and management experience
- Experience in Non-Profits
- Experience in crisis intervention and in addressing homelessness
- Public speaking experience

Personal Characteristics

The Executive Director should demonstrate competence in most or all of the following:

- Diplomacy
- Collaboration
- Excellent written, oral and public speaking skills
- Resourcefulness/adaptability
- Problem analysis and decision making
- Transformational change agent
- Strong ethics and integrity
- Planning and organizational skills