

## **JOB DESCRIPTION**

### **Executive Director, Circle of Care Center for Families**

#### **Job Description:**

The Executive Director is responsible for the full time administration and management of all activities of the Circle of Care Center for Families. The Executive Director develops and maintains funding resources, programs, procedures and policies for the delivery of services to the Chambers County community. The employee in this position will seek to identify unmet community needs and seek service and funding resources to make these services available to the entire community. The Executive Director hires and terminates employees. The employee provides leadership, outreach and public relations activities for the Center. The Executive Director answers to the Board of Directors of the Chambers County Council for Neglected and Dependent Children and Youth, Inc.

#### **Qualifications:**

- Master's Degree in Social Work or closely related field with successful experience in service delivery at the supervisory or director level.
- Ability to analyze community service needs and to write, secure and manage grants that provide for operating and program expenses to meet service needs
- Ability to multi-task: managing multiple funding sources and supervising staff in various programs
- Ability to work with Board of Directors, Alabama State Departments, staff, funding agencies and community organizations to advance the mission of the Center
- Ability to work independently but with strong teamwork commitment.
- Knowledge of basic computer programs for communication, reporting and grant writing.
- Knowledge of and support for family strengthening/family preservation/family support model of service provision.
- Good writing and public speaking abilities; solid interpersonal, communication and organizational skills; fund-raising abilities
- High ethical standards.
- No felony criminal record or history of founded child or adult abuse/neglect.
- Valid driver's license.

#### **Responsibilities:**

- Supervises, directs staff and provides financial accountability for the Center; prepares and amends Center's budget and makes adjustments when needed; reviews and approves all financial and service reports and reimbursement requests; assumes overall responsibility for Center's annual audit.
- Assumes responsibility for personnel actions, including hiring, firing and discipline of staff.

- Prepares and oversees compliance with policies and procedures that address the human resource functions and operations of the Center; schedules training for staff as needed; facilitates regular staff meetings/conferences.
- Supervises use of data base for the gathering of and accounting for information and data related to the Center's service provision and numbers of people served.
- Establishes a personnel/payroll data base and supervises the Office Manager in the performance of this activity; approves/oversees financial transactions
- Ensures that standards are met and membership is retained in the Alabama Network of Family Resource Centers.
- Coordinates service assessments/responses with other service providers.
- Acts as the Center's liaison with governmental bodies, funding agencies, media, the public and community organizations.
- Evaluates program success and makes modifications as needed.
- Organizes information for and hosts Quarterly Board meetings; consults Board on decisions affecting staff and Center operations
- Takes appropriate initiative in all aspects of the Center's operations, service provision and funding.
- Completes other tasks as needed for the efficient operation of the Center.

Full time employment (40 hours per week) with benefits.

Revised July 2016