

Job Description with Supports

*(Start-up organizations may have a more limited job description for the Executive Director; however, all tasks assigned to the Executive Director should be covered in a customized edition of this document specific to your organization. All tasks should have an identified back-up support as seen in the sample below and shown in **RED** text.)*

Job Title: Executive Director
Reports To: Board of Directors
FLSA Status: Exempt

Position Summary: The Executive Director serves in a variety of capacities to develop and manage all the programs of the organization. Serve as the voice for children with special health care needs on local, state, and national committees and councils.

Relationship with Board of Directors:

- Work at the will and pleasure of the board of directors.
- Manage and implement day-to-day operations of the organization as described in the bylaws.
 - *Operations are delegated to Deputy Director (or other lead staff).*
- Work collaboratively with board members to revise and update bylaws as necessary.
 - *Deputy Director (or other lead staff) can assist with this as needed.*
- Work with board members to investigate and promote new funding opportunities.
 - *Deputy Director (or other lead staff) can assist with this as needed.*
- Prepare agendas for board meetings in conjunction with board president.
 - *Deputy Director (or other lead staff) can assist with this as needed.*
- Prepare quarterly reports documenting progress on strategic goals and any other details requested by the board.
 - *Deputy Director (or other lead staff) pulls data from database for reports and assists in putting together reports.*
- Edit quarterly minutes.
 - *Deputy Director (or other lead staff) takes minutes and collaborates with Executive Director on editing.*
- Attend board meetings.
 - *Deputy Director (or other lead staff) attends meetings and can assist in any way needed.*
- Serve as an ex-officio member of board committees.
 - *Board may request that Deputy Director (or other lead staff) serve in this position during leadership transition.*

Administration:

- Develop, implement and update policies and procedures regarding employees and finances.
 - *Deputy Director and Accountant (or bookkeeper) can assist with this.*
- Develop annual budget.
 - *Accountant (or bookkeeper) assists with this.*
- Authorize expenses and work with Accountant (or bookkeeper) to ensure payment.
 - *Deputy Director (or other lead staff) can assist with this.*
- Work collaboratively with Accountant (or bookkeeper) to develop quarterly financial reports and ensure their accuracy.
 - *Deputy Director (or other lead staff) can assist with this.*

- Work with Accountant (or bookkeeper) and auditor on annual audits including the development of a management letter.
 - *Deputy Director (or other lead staff) can assist with this.*

Fund Development:

- Research and pursue additional funding sources to maintain and expand organization's current level of operation.
 - *Board members and Deputy Director (or other lead staff) will need to work on this together.*
- Contact sources.
 - *Deputy Director (or other lead staff) can assist with this.*
- Develop projects and budgets.
 - *Deputy Director (or other lead staff) and Accountant (or bookkeeper) can assist with this.*
- Write and submit proposals for grants and service contracts.
 - *Executive Director will continue to write proposals when available with assistance from the Deputy Director (or other lead staff).*
 - *Program staff will assist in writing proposals as needed and appropriate.*

Program Development:

- Review identified community needs and gaps through needs assessments or other local applicable research.
- New programs can also be developed in response to available funding that is in line with organization's mission.
 - *Board members and Deputy Director (or other lead staff) will need to work on this together.*
- Work with staff, board, and family advisors to develop new programs that are responsive to community needs and gaps.
 - *Board members and Deputy Director (or other lead staff) will need to assist with this.*
- Write up proposed programs for review by other staff, board, and family advisors.
 - *Executive Director will continue to write up and/or develop programs when available with assistance from the Deputy Director (or other lead staff).*

Grant/Contract Administration:

- Supervise, monitor and direct grants and contracts that are awarded.
 - *Deputy Director (or other lead staff) and Accountant (or bookkeeper) can assist with this.*
- Prepare reports on time.
 - *Deputy Director (or other lead staff) and Accountant (or bookkeeper) can assist with this.*
- Manage money according to written proposals and approved budgets.
 - *Accountant (or bookkeeper) assists with this.*

Networking/Systems Change:

- Participate on local, state, and national committees and councils to ensure adequate and appropriate services to address children's special health care needs that are child centered, family focused and community based.
 - *Deputy Director and program staff members will serve on state and local committees and councils as needed.*
- Collaborate with as many organizations and agencies as possible.
 - *All staff members do this through organization's offices throughout the state.*

Statewide Image:

- Promote your organization at every opportunity.
 - *All staff members do this through organization's offices throughout the state.*
- Encourage training and support activities in multiple locations around the state.
 - *Deputy Director (or other lead staff) can assist with this.*
- Expand Family Support Program in as many areas of the state as possible.
 - *Deputy Director (or other lead staff) can assist with this.*

Hire Staff Members as Needed:

- Hire qualified staff members as needed to carry out activities of your organization's projects based on available funding.
 - *Deputy Director assists with this working with other lead staff to fill vacancies when they occur. Executive Director makes final hiring and firing decisions. Deputy Director may request assistance from the board if Executive Director is unavailable.*
- Assign tasks to staff members.
 - *Deputy Director (or other lead staff) assists with this.*
- Train staff members for required activities as needed.
 - *Deputy Director and other lead staff assist with this.*
- Supervise members of the management team which includes the Deputy Director and Accountant (or bookkeeper).
 - *Board will need to assist with this in the absence of the Executive Director.*
- Monitor management team members' level of performance through annual reviews.
 - *Board will need to assist with this in the absence of the Executive Director.*

Provide Staff and Board Development Opportunities:

- Arrange training opportunities for staff and board to address needs in the area of knowledge enhancement and performance capability.
 - *Deputy Director and other lead staff assist with this. Board members may also assist with training.*

Editing:

- Work with Newsletter Editor to develop quarterly newsletter.
 - *Deputy Director develops newsletter working with other staff members who submit articles.*
- Assist in editing all organization's brochures.
 - *Program Staff can assist with this.*
- Assist in editing the organization's website.
 - *Website maintenance is contracted out. Executive Director submits additions when needed. Deputy Director (or other lead staff) can fill in.*