
POSITION TITLE: **EXECUTIVE DIRECTOR**

May 2019

REPORTS TO: Governing Board of Directors

SUPERVISES: Division Directors, Fiscal Director, Human Resources Manager and IT Manager

STATUS: Exempt

SUMMARY:

The Executive Director is the key management leader of Rural Resources Community Action. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization in order to have consistent achievement of its mission and financial objectives. Other essential duties include donor development/fundraising, marketing, and community outreach. The position reports directly to the Governing Board of Directors.

GENERAL RESPONSIBILITIES:

- 1) **Board Governance:** Works with Governing Board in order to fulfill the organization mission.
Responsibilities:
 - ❖ Leading Rural Resources in a manner that supports and guides the organization's mission as defined by the Board.
 - ❖ Communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
 - ❖ Assuring the Board is aware of and meets contractual requirements of programs.
 - ❖ Orienting new Board members and arranges or provides annual Board training.
 - ❖ Developing major policy decisions in conjunction with Division Directors and the Board.
 - ❖ Providing the Board with an annual report that includes program results and progress towards meeting the organization's goals and objectives.

- 2) **Financial Performance and Viability:** Develops resources adequate to ensure the financial health of the organization.
Responsibilities:
 - ❖ Assuring the fiscal integrity of Rural Resources including sound financial practices.
 - ❖ Ensuring that a proposed annual budget is prepared and submitted to the Board plus monthly financial statements which accurately reflect the financial condition of the organization.
 - ❖ Practicing fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position.

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- ❖ Developing resources necessary including utilizing fundraising and donor development to support Rural Resource's mission and carry out its work.
- ❖ Ensuring that an annual audit is conducted and that the audit report is presented to the Board.

3.) **Organization Operations/Administration:** Oversees appropriate resource use to ensure that the operations of the organization are appropriate and consistent with the agency's mission.

Responsibilities:

- ❖ Signing documents that obligate and bind the corporation.
- ❖ Assuring that the organization has both long-range and short-term strategies to achieve its mission, and toward which it makes consistent and timely progress.
- ❖ Overseeing the collection and preparation of data for studies, reports, needs assessments, and program evaluations.
- ❖ Analyzing operations to implement any necessary corrective actions needed.
- ❖ Promoting active and broad participation by volunteers in all areas of the organization's work.
- ❖ Maintaining official records and documents, and ensuring compliance with federal, state and local regulations.
- ❖ Maintaining a working knowledge of significant developments and trends in the field.

4.) **Communications:** Serves as the leading spokesperson to the agency's constituents, the media and the general public.

Responsibilities:

- ❖ Publicizing the activities of the organization as well as its programs and goals.
- ❖ Establishing sound working relationships and cooperative arrangements with congressional representatives, community groups and organizations and State funders. Representing the programs and point of view of the organization to agencies, community organizations, and the general public.
- ❖ Maintaining effective working relationships with funders, employees and the public.
Responding to the most sensitive and complex inquiries or service complaints.

5.) **Personnel:** Establishes employment procedures for the day-to day operations.

Responsibilities:

- ❖ Overseeing the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- ❖ Ensuring that job descriptions are developed, that regular performance evaluations are conducted, and that sound human resource practices are in place.
- ❖ Assuring personnel policies are reviewed and revised as necessary.

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- ❖ Working with the senior management team to carry out the Board's mission/policies, manage grants/contracts and effectively provide integrated services.
Encouraging staff and volunteer development and education and assisting program staff in relating their specialized work to the overall mission of the organization.
- ❖ Maintaining effective working relationships with employees and volunteers to have a climate which attracts, keeps, and motivates a diverse staff of top-quality people.
- ❖ Resolving grievances and other sensitive personnel matters.
Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of federal, state, and local policies, procedures, and regulations applicable to agency program and activities.
- Extensive knowledge of modern principles and practices of management and supervision.
- Ability to develop and implement short and long-range plans to meet agency and community needs.
- Ability to plan, organize and oversee agency programs, including monitoring work assignments, developing and monitoring budgets, and evaluating the work of subordinates.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, staff, outside organizations, and the general public.
- Ability to effectively use a variety of computing software, electronic devices and databases.
- Demonstrated experience in grants management.

REQUIRED EDUCATION AND EXPERIENCE:

Advanced degree in public administration, management or related field and five years of senior nonprofit management experience in a multi-service agency; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Preference: experience in a Community Action Agency or Program.

REQUIRED CERTIFICATION AND LICENSES:

- Valid driver's license in state of residence
- Proof of automobile insurance at level required in Washington State

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- Acceptable completion of a criminal history background

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone, and keyboard reach.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting is required.
- Ability to uphold the stress of traveling.
- Regular, predictable attendance is required.

The work environment characteristics described are what is encountered while performing the essential functions of this job.

- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period of time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

❖ ***Denotes Essential Functions***