

CATHOLIC SOCIAL SERVICES OF WASHTENAW COUNTY

4925 Packard Road, Ann Arbor, MI 48108-1521

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JOB DESCRIPTION

Position Title: Executive Director, HIS EYE IS ON THE SPARROW Job Code:

Department: Pay Grade:

Employee Name: Date of Hire:

Supervisor: Board of Directors, HIS EYE IS ON THE SPARROW

By signing this job description, I indicate that I have read and understand the requirements and responsibilities that Catholic Social Services expects of me.

Employee's Signature

Date

Overview: His Eye is on the Sparrow is a 501©3 non-profit organization providing quality supported living for adults with Developmental Disabilities. His Eye is on the Sparrow provides secure, loving, "family-like" settings with individualized person centered lifestyle with skill building, work, recreation, and socialization. HEIOTS currently operates 2 homes, with plans to grow.

The Executive Director is expected to support the underlying principles of HEIOTS mission: We believe that disability is a natural part of human experience; we are all equal in the sight of God. Individuals with disabilities deserve to lead lives of dignity and respect in an atmosphere that encourages self-determination and personal growth. Our homes provide a caring family environment based on Christian values. Each home serves as a base from which home members contribute to and participate in the larger community/

The Executive Director is responsible for the overall administration and management of His Eye is on the Sparrow, including service programs, fundraising, and business operations. Areas of responsibility will include planning, evaluation, policy development, and administration, personnel management, fiscal management, and public relations.

Required Qualifications:

- **Education:**

Masters degree in relevant field

- **Experience:**

5 or more years of progressive management experience in a voluntary sector organization

- **Certificate/Licensure: NA**

- **Skills and Abilities:**

Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations

Knowledge of federal and state legislation applicable to voluntary sector organizations

Knowledge of Human resources management

Knowledge of financial and project management

Computer proficiency including Microsoft Office, financial programs; e-mail.

Assigned Duties/Responsibilities:

I. Essential Job Duties:

Leadership:

- participates with Board of directors in developing a vision and strategic plan.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Foster effective teamwork at all levels of the organization
- Represent the organization at community activities; enhance the organization's profile

Operational planning and management:

- Develop and operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Oversee the development of policies and procedures consistent with accrediting bodies (CARF)
- Oversee the efficient and effective day to day operation of HEIOTS
- Ensure compliance with funding source requirements and regulatory compliance
- Draft policies for Board approval and prepare procedures for implementation of organizational policies; regularly review existing policy and update as necessary.

Program Planning and Management:

- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Ensure that the programs and services offered by the organization contribute to the mission and priorities set forth by the Board of Directors.
- Oversee the planning, implementation, execution and evaluation of special projects

Human Resources Planning and Management:

- Ensure that approved personnel policies are followed, including hiring and termination
- Oversee disciplinary actions
- Provide for adequate supervision and evaluation of all staff and volunteers

Fiscal:

- Work with board (finance committee) and staff to prepare a comprehensive budget
- Work with Board and Managers to secure adequate funding for the operation of the organization
- Prepare and submit grant applications and funding proposals
- Ensure that sound bookkeeping practices and accounting procedures are followed.
- Administer the funds of the organization per approved budget; monitor the monthly cash flow;
- Oversee Bank accounts, payment of monthly expenses, and payroll submissions
- Provide the board with comprehensive, regular reports (usually quarterly) of the revenues/expenditures of the organization.

Public relations and advocacy:

- Communicate with stakeholders, informing them of the service and achievements of the organization. Identify changes in the community milieu served by the organization.
- Establish good working relationships and collaborative arrangement with community groups, funders, politicians, and other organizations to maximize effectiveness of the organization

Board relations:

- Assist the board Chair in planning the agenda and materials for the board meetings.
- Initiate and assist in developing policy and setting priorities.
- Facilitate Orientation of new board Members
- Work with Board to raise funds from the community
- Staff board committees as appropriate.

II. Supplemental Job Duties:

- **Insures safe information Management, confidentiality of protected information**
- **Insures adequate technological support**
- **Attends CMH provider meetings**
- **Assists at Staff meetings and training sessions as appropriate**
- **Facilitates accrediting and re-credialing processes**

III. Reporting Relationships:

- HEIOTS Board of Directors

IV. Working Conditions:

- Requires flexible schedule to accommodate Agency needs and respond to urgent situations
- Requires ability to work with and tolerate last minute deadlines from funding sources

V. Salary: \$50,000 to \$70,000, depending on experience and education