



Spokane AIDS Network

Job Description

Position: Executive Director

Description

The SAN Executive Director is responsible for the overall management of the organization's budget and programs including client services, education/prevention programs, volunteer programs, and resource development. S/he ensures that all agency efforts further the overall mission of SAN. With guidance and direction from the Board of Directors, the Executive Director provides program design, development and implementation. With the SAN staff s/he implements the organizational long-range strategic plan developed and approved by the Board of Directors.

Responsibilities

1) Management and Administration

- a) Provides leadership in developing organizational and financial plans with the Board of Directors and other staff, and carries out plans and policies as authorized by the Board.
- b) Maintains official records and documents, and ensures compliance with federal, state and local laws and regulations especially as they pertain to nonprofit organizations.
- c) With the Finance Director, develops an annual budget to be approved by the Board of Directors, and monitors and suggests budget revisions as necessary.
- d) Maintains fiscal responsibility for the annual budget.
- e) Participates in development, review, revision and implementation of organization policies and procedures as needed.
- f) Identifies, arranges and prioritizes the work to be performed by SAN staff and volunteers in compliance with regulatory standards and SAN policies, so that it is accomplished efficiently and effectively by the appropriate individuals with a maximum degree of satisfaction for clients, staff and the public.
- g) Makes decisions consistent with SAN policies and procedures in a timely and responsible manner.
- h) Manages and supervises the maintenance of office operations including work schedules and communications
- i) Determines and investigates funding sources and ensures that proposals for grants are written and submitted in a timely manner.
- j) Recruits, interviews, hires, supervises and evaluates all employees.

2) Programs

- a) Develops and implements, or oversees the development and implementation of, all programs including contract management and developing and nurturing relationships with state agencies and personnel
- b) Ensures that programs further the overall mission of SAN and maintain the highest level of professionalism and ethical standards throughout all phases of implementation and operation.
- c) With active input of consumers, evaluates the effectiveness, responsiveness and relevance of all programs.
- d) Ensures that all programs comply with the written requirements of funders.

- e) Collaborates and networks with other community and regional organizations to plan and coordinate services.

3) Planning

- a) In collaboration with the Finance Director and the SAN staff, accurately forecasts agency needs, client's needs, and anticipated changes in service delivery needs.
- b) Maintains a logical system of planning for cost effective use of resources to achieve the short-term and long-term objectives of SAN.

4) Interpersonal Relationships with staff, community and Board

- a) Demonstrates respectful, open and honest interpersonal relationships with SAN employees, visitors, volunteers and clients.
- b) Promotes and maintains open lines of communication between employees and management.
- c) Demonstrates respect for the capabilities, different cultures, and personalities of co-workers and clients.
- d) Promptly investigates and coordinates appropriate follow-up regarding problems or concerns expressed by clients or the public.
- e) Maintains open and clear communication with the Board of Directors and reports to the President of the Board in a timely manner regarding all emergency and unusual events.

5) Personnel

- a) Administers Board approved personnel policies
- b) Ensures appropriate hiring and termination procedures as required by law.
- c) Promotes a positive teamwork atmosphere, i.e. provides positive feedback to employees and volunteers; and promotes an environment conducive to productive work and mutual respect and support.
- d) Provides for adequate supervision and evaluation of all staff and volunteers.
- e) Encourages staff and volunteer development and education.
- f) Uses coaching/mentoring to improve staff work performance.
- g) Oversees any and all disciplinary actions.

6) Confidentiality

- a) Demonstrates adherence to policies and procedures concerning client and family confidentiality and the release of information.
- b) Maintains confidentiality concerning SAN information.
- c) Uses discretion when discussing confidential matters.

7) Leadership

- a) Uses a leadership style that allows employees to experience job satisfaction and motivation to achieve their potential.
- b) By providing guidance to staff, empowers them to prioritize, multi-task and use their time effectively.
- c) Uses clear and timely oral and written communication so that employees and volunteers are informed about matters that affect their areas of responsibility and accountability.
- d) Sets an example for employees of the highest standard of professionalism and ethical behavior.

8) Public Relations

- a) Represents and promotes SAN and its goals and objectives to the community, corporate groups, media and other stakeholders.
- b) Identifies and develops new partnerships with business and community leaders that will advance the goals and mission of SAN.
- c) Serves formally and informally as a public ambassador to promote and raise awareness of SAN services.

- d) Responds to inquiries from press and other media to enhance SAN's visibility and reputation.

9) Professional Development

- a) Participates in activities for professional development growth such as self-study, attendance at appropriate conferences and workshops, and enrollment in related course work to maintain personal growth knowledge.

CHARACTERISTICS, KNOWLEDGE, SKILLS AND ABILITIES

- Demonstration of leadership, sense of vision ability to motivate others, and ability to bring about consensus when appropriate.
- Strong interpersonal skills and a professional demeanor and leadership presence.
- Strong verbal and written communication and listening skills
- Customer-service orientation
- Ethical with a strong sense of personal and professional integrity
- Public speaking ability
- Integrity and an ability to maintain confidentiality
- Strong analytical skills
- Experience and strong ability to work with and support the Board of Directors
- Culturally sensitive and an ability to work effectively with a diverse population of volunteers, civic leaders, corporate representatives and community representatives.
- Extensive knowledge of finance and budgeting
- Demonstration of initiative, creativity, strategic thinking and follow-through
- Ability to multi-task and be in control of numerous tasks at any one time.
- Strong sense of organization and planning and ability to manage time well.
- High level of energy, enthusiasm, and humor
- Strong computer skills

Qualifications

- A master's degree in social work, public administration, public health or a related field, or bachelor's degree and five year's experience in a management position.
- Previous experience in public health care, health education, or related field preferred.
- Previous experience in HIV/AIDS care and/or prevention/education preferred.
- Emotional stability demonstrated by an ability to function appropriately and effectively in dealing with critical, unexpected or stressful situations.
- **Acceptable references from previous employer(s).**