Executive Director
Job Description
Created April 8, 2020
Position reports to Board of Directors

Purpose of the position

The purpose of the Executive Director (ED) position is to lead the organization to the realization of its mission, to provide resources to individuals, families, and children so they are self-sufficient, and to fulfill our vision, to break the cycle of poverty to build a stronger community.

Overview of position

The ED is a salaried, exempt position.

Leadership
The ED effectively leads staff and manages operations and facilities. The staff currently includes a social worker, program manager, office manager, housing manager, children’s services manager, contract bookkeeper and maintenance person. All employees report directly to the ED. The ED oversees human resources including but not limited to developing policies and procedures; writing/reviewing job descriptions; and recruiting, hiring, training, supervising, and terminating employees. Additionally, the ED is the key contact for health insurance and retirement benefits for the organization, manages work schedules, and reviews time sheets for submission to the bookkeeper.

Financial

The ED is responsible for overseeing all financial operations of the small nonprofit organization with an annual budget of $500,000. Major duties include developing and adhering to the annual budget, overseeing the financial operations in conjunction with contracted accounting firm, preparing for an annual financial review, and reporting on a monthly basis to the Board of Directors.
Public Relations

The ED is the face of Seton House in the community by representing the organization at local meetings and serving on committees; presenting to businesses and organizations; and cultivating working relationships and collaborations with other agencies and community members. Along with the Board of Directors, the ED must also oversee/write the acknowledgement of donations, fundraising letters, letters of appeal, plus other media releases including social media, webpages, brochures, etc.

Funding Development

The ED is responsible, in collaboration with the Board of Directors, for analyzing the need for and developing fundraising events; facilitating online and written development campaigns; and researching appropriate public and private funding sources. This also includes requesting information and guidelines on possible sources of grants, endowments, and foundations that support small programs serving individuals with low incomes; and providing written documentation or reports required by the various sources. It also involves cultivating donors and solicitations presented by the Board of Directors.

Position Requirements

Education Requirements: Associate degree, other college education and/or equivalent experience working within a Nonprofit Organization.

Work Environment: Must be able to stand, sit, climb, walk indoors/outdoors, lift up to 20 pounds, and use office equipment and computer software. The successful candidate should have access to reliable transportation.

Personal Qualities

The candidate for ED must possess excellent written and verbal communication skills. He/she should possess compassion, initiative, flexibility, integrity, self-direction, and composure under stressful situations. The ability to handle multiple responsibilities and to think outside of the box while maintaining professionalism
and discretion are also desirable. Because of the visual presence in the community, the ED should be friendly, passionate about the Seton House mission, and able to relate to a variety of people and situations.

The duties described in this announcement are not an all-inclusive list and may extend beyond those itemized here. The ED will be expected to perform other duties as deemed necessary for the organization’s operations, or as assigned by the Board of Directors.

**Application Instructions**

Please submit your letter of interest, resume, and contact information for four professional references by **5 pm on May 31st** to the following email address: **office@setonhousecasper.org**. Seton House will request the right to contact past employers during the interview process.