

EXECUTIVE DIRECTOR

QUALIFICATIONS

Education: Bachelors Degree or equivalent
Hours: 40 hours per week
Salary: Grade 20
Location: UKIAH / FORT BRAGG

DEFINITION

Under direction, to be responsible for overseeing the operations, services, and management of Project Sanctuary; to ensure that all components of the agency are properly managed and functioning in a coordinated manner; to represent Project Sanctuary with the community and funding sources; to serve as staff for the Board of Directors; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This single position job classification serves as the Chief Executive Officer for the Agency and the delivery of services to the community. The incumbent serves at the pleasure of the Board of Directors of Project Sanctuary.

REPORTS TO

Board of Directors, Project Sanctuary

CLASSIFICATIONS SUPERVISED

Directly Supervises: Director of Client Services, Director of Coast Services, Director of Fiscal Services, Administrative Assistant

Indirectly Supervises: All other positions in the Agency.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES AND RESPONSIBILITIES *(The following is generally representative of the duties and responsibilities of this job classification. It is not a complete description of all possible job assignments, nor is it restrictive as to job assignments and responsibilities which may be required of an incumbent.)*

- Serves as Chief Executive Officer for Project Sanctuary
- Provides the Board of Directors and Agency management with advice and consultation on the development of services and policies
- Prepares and submits reports and communications to the Board regarding the organization's objectives and services, financial status, and other issues and concerns
- Facilitates and staffs Board activities/meetings
- Directs special studies and surveys to determine the effectiveness of Project Sanctuary services and programs
- Keeps Board members informed of current operations and potential problems in delivering Project Sanctuary services
- Develops and implements personnel and recruitment policies for the organization in accordance with general objectives and policies established by the Board of Directors
- Represents Board policies with employees
- Reviews annual budget requests, overseeing preparation of the budget and developing recommendations for final expenditure levels for presentation to the Board
- Maintains current awareness of sound administrative and management practices and recommends policies and practices to the Board of Directors
- Oversees the preparation and administration of grant applications
- Ensures that Agency operations and services are in compliance with grant requirements and that proper reports are submitted to funding sources in accordance with grant requirements and time deadlines
- Represents Project Sanctuary with local community, developing a community awareness of the availability of services and promoting volunteer support
- Coordinates Project Sanctuary services with other government, public, and private agencies; selects, directs, and evaluates Executive Management staff
- Authorizes personnel actions such as hiring, terminations, and reprimands; represents the Agency at community events
- Monitors legislative issues affecting the Agency
- Develops long-range planning and Agency development strategies

TYPICAL PHYSICAL REQUIREMENTS *(These are typical requirements, but the Project Sanctuary will discuss and make reasonable accommodations for job candidates and incumbents with disabilities.)*

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; use of office equipment including computer, telephone, calculator, copier, and fax.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; frequent driving to different locations and sites throughout the service area; frequent contact and communications with other staff, the public, and representatives of other agencies; work hours may be variable and outside of the normal (8:00 AM – 5:00PM) workday in order to meet the management requirements of the position.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of management and administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Laws, rules, and regulations controlling Project Sanctuary services and operations.
- Funding sources, grant requirements, and related information for obtaining fiscal resources.
- Operations of other government/private organizations providing resources and services related to Project Sanctuary services and operations.
- Problems and issues impacting community service agencies.
- Research and program assessment methods and techniques.
- Personnel and employer-employee relations programs, procedures, and requirements.
- Personnel computers and software applications related to Project Sanctuary management and administration.
- Service and program requirements and needs of persons experiencing sexual abuse and domestic violence.
- Long-range planning and service development.

Ability to:

- Plan, organize, manage, coordinate, and supervise the functions and services of Project Sanctuary to achieve service goals and efficient operations.
- Prepare and administer the Agency budget and oversee fiscal controls.
- Coordinate the preparation of the Board of Directors' Agenda.
- Direct the gathering, organization, analysis, and presentation of a variety of data and information.
- Prepare and maintain clear, accurate, and concise records and reports.
- Develop, formulate, and evaluate recommendations on improvements to Project Sanctuary operations, programs, and services.
- Provide advice and consultation to the Board of Directors and Agency management on the development of programs, services, and policies.
- Communicate well during public presentations.
- Exercise supervisory and management authority tactfully and effectively.
- Effectively represent Project Sanctuary's and the Board of Directors' policies, programs, and services with Agency staff, the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Possession of a Bachelor's Degree in business administration, public administration, psychology, sociology, social science, or a related field.

And

Five years of management or administrative experience in a public or non-profit human services organization involved in the development and administration of programs, services, and budgets, preferably including some direct experience in obtaining and administering grants. Direct experience in working with clients who have experienced domestic violence or sexual abuse is highly desirable.

Post Bachelor's Degree training in subjects related to the development and administration of community services for persons who have experienced sexual abuse and domestic violence is also desirable.

Special Requirements:

Possession of a valid and appropriate California Driver's License.