

## **St. Joseph's Social Care and Thrift Store** **Executive Director Job Description**

### **Executive Director Job Description:**

The Executive Director is responsible for implementation of policies set by the Board of Directors as well as annual goals and objectives, financial, program, and administration management of the agency.

To provide with dignity and confidentiality all services in assisting co-workers, customer and clients without regards to race, color or creed.

**Reports to:** Board of Directors.

### **Statement of Work:**

1. Guide and support the work of St. Joseph's and staff towards its mission.
2. Attract develop, and retain highly qualified employees and develop a productive, self-motivated, and positive work environment.
3. Work to inspire and maintain the confidence of the Board of Directors.
4. Supervise and facilitate the development and implementation of goals.
5. Be responsible for the financial management of the agency, including helping with the development and implementation of the annual budget.
6. Be responsible for supervision of all staff. To include interviewing, recommendation for hiring and training employees; planning, assigning and directing of work; apprising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Provide leadership and coordinate/delegate responsibilities to staff.
7. Oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating records and documentation.
8. Establish and maintain contact with current and potential donors, foundations, and governmental agencies.
9. Work to establish St. Joseph's as one of the city's leading voices relating to homelessness and the unmet needs of our community members through partnerships, conferences, educational opportunities and publications.
10. Plan, organize, implement, oversee, evaluate and control all operational and program functions of St. Joseph's.
11. Maintain agency website updates.
12. Maintain data base used for client services.

**Qualifications:**

**Required**

1. Bachelor's degree.
2. Fundraising and grant writing experience.
3. Two years staff supervision.

**Preferred**

1. Master's degree or equivalent experience.
2. Experience in budget preparation.
4. Non-profit environment background, program planning, and grants writing experience.
5. Strong management skills with administrative/organizational experience in a leadership role within the field.
6. Excellent verbal and written communication skills, ability to work independently, and capability to make good decisions on behalf of SJSC.
7. Timely and critical decision-making skills are necessary.