



JOB TITLE: Executive Director	REVISED ON: August 2022
REPORTS TO: Board of Directors	FLSA STATUS: Exempt

JOB SUMMARY:

The Executive Director provides leadership and administration to Prevent Child Abuse North Dakota (PCAND) in the areas of board relations, fiscal management and fundraising, program development and oversight, and personnel development and supervision to further the organization's stated mission, goals, and purpose.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Board Relations

- Regularly communicate ongoing organizational financial, programmatic, legal, and administrative issues to PCAND Board of Directors.
- Provide orientation to new board members.
- Attend regular board and committee meetings.
- Act as an agent of the board where designated.

Financial Management

- Provide overall control and direction for annual organizational budget.
- Prepare annual budget for board approval.
- Oversee an adequate system of control and financial accounting in accordance with the accepted standards of non-profits.
- Maintain relationships with funding sources.
- Seek appropriate and diverse grant funding to assure the sustainability of organizational priorities.
- Oversee the development and implementation of fundraising events and activities as needed in accordance with service areas.
- Assist the PCAND Board of Directors in fiscal policy development and provides leadership for all approved efforts related to agency funding.
- Maintain compliance with the agency's fiscal policies.

Public and Community Relations

- Interpret the agency's function to agencies, organizations, public officials, and the public.
- Serve on state and/or national boards, task forces and committees that further the mission and goals of the agency.
- Maintain appropriate relations with national, state and local groups.
- Provide information and planning for the organization's newsletter, news releases, and other media-related communications.
- Act as a spokesperson for PCAND.
- Develop relationships with community leaders and other agencies that can help further PCAND's goals.

- Advocate for public and private sector policies and programs aimed at the prevention of child maltreatment.

Administration

- Interpret and implement the administrative functions of the organization.
- Provide overall control, direction, and evaluation of the physical assets of the agency.
- Oversee program development and implementation of organizational goals with the Board of Directors and staff.
- Carry out policies as developed and directed by the Board of Directors.
- Maintain official records and documents and ensures compliance with IRS, federal, state and local laws and regulations.
- Stay current with best practices in non-profit management.
- Maintain the standards, according to established criteria, for retention of state charter as required by Prevent Child Abuse America.
- Ensure evidence-based data that provides evidence of PCAND's

Personnel

- Provide control and direction for personnel functions.
- Supervise or delegates supervision of staff; provides education and training where needed.
- Recruit, or delegate the recruitment of, personnel, both paid and volunteer.
- Ensure that job descriptions are developed, conduct annual performance and salary reviews, in a timely manner, and ensure sound human resource practices are in place.
- Create and maintain a positive and healthy work environment for all employees.

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

Four-year college degree in applicable field and 7-10 years work experience is required. Three years of experience should be in non-profit administration, including staff development and oversight. Working knowledge of non-profit fiscal management including experience with fundraising, grant writing and/or requests for proposal. Prefer prior experience with systems that address child neglect and maltreatment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated team building, problem solving, creative/analytic thinking skills, and organization skills
- Ability to analyze systems and address system challenges
- Excellent Public presentation and speaking skills
- Demonstrated ability to manage multiple initiative/projects within established budget and time frames

JOB CHARACTERISTICS

- Fast-paced, with multiple projects occurring simultaneously, an extreme sense of urgency, and an impatience for results.
- Relationship oriented and able to establish and maintain positive working relationships, both internally and externally, to achieve PCAND's goals.

- Persuasive and collaborative communicator who projects enthusiasm, gains the interest and involvement of others.
- Ethical: demonstrate qualities of integrity, credibility, and a commitment to and passion for PCAND'S mission
- Organized: very detail-oriented, able to set priorities, develop a work schedule, monitor and follow up on progress.
- Problem solver: quickly assess situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Leadership: work cooperatively with others to promote team participation, motivate a strong commitment to results and be able to delegate authority.
- Team leader: friendly and responsive with a strong sense of duty, and a feeling of responsibility for completing work both quickly and correctly.

OTHER WORK REQUIREMENTS

Ability to travel within the state and, on occasion, is on the road for two or three days at a time. Maintain a valid driver's license and insurability. Must pass background check.

PHYSICAL REQUIREMENTS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee is required to talk and hear, and use hands to finger keyboard, telephone and handle other objects. The employee is frequently required to walk, sit, and reach with hands and arms. Vision required for this job includes close vision (clear vision within 20 inches).

WORK ENVIRONMENT: Normal office environment with good lighting, and generally, little exposure to excessive dust, humidity or temperature. The noise level is usually moderate, limited to the operation of printers, computer equipment, typewriters, telephones, background music and conversation.

NOTICE: This job description in no way states or implies that these are the only activities to be performed. The incumbent will be required to follow any other job-related instructions and to perform any other job-related responsibilities requested by their supervisor.

This position description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are based on company needs, being in good standing, fully competent performance and other non-discriminatory issues.

This position description does not create an employment contract, implied or otherwise, other than an 'at will' employment relationship.

Please submit resume to akempfer@pcand.org