

YOUR SAFE HAVEN INC.
JOB DESCRIPTION
JOB TITLE: EXECUTIVE DIRECTOR

EMPLOYMENT STATUS: Exempt
SALARY RANGE: \$56,600 - \$70,000

The Executive Director is the key management leader of Your Safe Haven, Inc. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include marketing, community outreach, and fundraising. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES

1) **Board Governance:** Works with board in order to fulfill the organization mission.

- Responsible for leading Your Safe Haven, Inc. in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) **Financial Performance and Legal Compliance:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for identifying and developing revenues necessary to support Your Safe Haven's mission. This includes grant writing.
- Responsible for ensuring that the agency meets all fiscal and programmatic requirements as mandated by various funding sources. This includes maintaining official records and documents in compliance with federal, state and local regulations and reporting requirements.
- Responsible for the fiscal integrity of Your Safe Haven, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensuring maximum resource utilization, and overall maintenance of the organization in a positive financial position.

3) **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

- Responsible for implementation of Your Safe Haven Inc.'s programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that Your Safe Haven Inc. can successfully fulfill its Mission into the future.
- Responsible for the enhancement of Your Safe Haven Inc.'s image by being active and visible in the community and by working closely with other professional, civic and private individuals, and organizations.

4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate. Works in partnership with the Board of Directors on staff hiring and discharge decisions.

- Responsible for the hiring, (identifying) training and retention of competent, qualified staff.
- Responsible for the effective administration of Your Safe Haven Inc.'s operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

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Specific Job Responsibilities

- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the organization.
- Supervise, train, and collaborate with organization staff. (Act as the Direct Service Supervisor as specified in 42 PA C.S.A. §5945.1.)
- Develop and update the organization's strategic plan and ensure plan implementation.
- Plan and operate the annual budget effectively and efficiently
- Serve as Your Safe Haven Inc.'s primary spokesperson to the organization's constituents, the media, and the general public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Your Safe Haven Inc.'s Mission.
- Engage in fundraising and developing other revenues.
- Oversee marketing and other communications efforts.
- Support the organization and training for the Board of Directors and participate in committee meetings as needed.
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

Required Professional Qualifications

- A bachelor's degree or at least eight (8) years significant work experience in the administration of human services or non-profit management.
- Act 33/44 and FBI clearances.
- Valid PA driver's license.

Desired Professional Qualities

- Transparent and high integrity leadership.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies, and volunteers.
- Solid organizational abilities, including planning, delegating, program development, and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making, and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

Employee Signature

AA/EOE

Date