

Position Title	<u>Executive Director</u>	Reports to:	<u>Board of Directors</u>
FSLA	<u>Exempt</u>	FT/PT	<u>Full Time</u>
Date	<u>March 2024</u>	Salary Range	<u>\$125,000 - \$145,000/annually</u>

Families Forward is a 501(c)3, nonprofit organization, supporting four primary programs – Bidwell Pantry, Child Development Center, New Directors Shelter, and The Home Connection – working together to provide compassionate, life-changing assistance to families and their path to self-sufficiency. The Executive Director provides vision, leadership, internal management of operations, and collaborative decision-making with staff and the Board of Directors, fulfilling the organization’s mission and strategic plan while also ensuring the long-term success of Families Forward.

PRIMARY AREAS OF RESPONSIBILITY:

Governance & Strategy:

- Collaborate with the Board of Directors to develop and implement organizational strategies, policies, and initiatives that align with the mission and values of Families Forward.
- Facilitate effective communication and decision-making between the Board, staff, and other stakeholders.
- Provide regular reports and updates to the Board on the Families Forward's progress, challenges, and opportunities.
- Ensure compliance with legal and ethical standards, as well as adherence to the Families Forward's bylaws and policies.

Financial Management:

- Oversee the financial health and administrative operations of Families Forward, ensuring compliance with regulatory requirements and best practices.
- Manage accounting functions including approving invoices, coding of revenues and approving payroll.
- Develop and implement the annual budget while overseeing all financial appropriations.
- Coordinate and facilitates the annual audit process, liaising with external auditors and internal stakeholders to ensure comprehensive review and compliance with regulatory standards.

Fundraising & Development:

- Actively participate in fundraising efforts by developing and executing comprehensive fundraising strategies to support the financial sustainability and growth of Families Forward, including individual giving, corporate partnerships, grant writing, and special events.
- Identify and pursue new funding opportunities, grants, and partnerships that align with the strategic priorities and funding needs of Families Forward.
- Collaborate with the Board of Directors, staff, and volunteers to coordinate fundraising initiatives, campaigns, and events, leveraging their networks and expertise to maximize impact.
- Manage relationships with donors, grantors, and other stakeholders to secure funding and support for ongoing operations and special projects.

Leadership & Team Development:

- Provide visionary leadership and strategic direction to staff, hosting a culture of collaboration, innovation, and excellence.
- Facilitate a supportive and inclusive work environment that promotes professional growth, teamwork, and accountability.
- Mentor and empower staff members to achieve their full potential and effectively contribute to Families Forward's mission.
- Lead by example, demonstrating integrity, resilience, and a commitment to the values of Families Forward.
- Oversee development, implementation, and consistent application of personnel policies.

General Operations:

- Coordinates and executes property management duties, ensuring maintenance, repair and operational efficiency of facilities, encompassing both buildings and grounds.
- Oversee Program Managers providing leadership, evaluation, supporting and partnering with them as needed for collaborative problem solving and decision-making to achieve effective program delivery.
- Supervise administrative staff and ensure efficient day-to-day operations across all programs.
- Actively participate in peer, community and other organizations to keep apprised of development trends and stay informed on relevant issues.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

1. Thorough knowledge of management practices and fiscal/accounting principles.
2. Experience in grant writing and implementation and knowledge of sources of funding.
3. Effectively represent Families Forward in the community and to develop rapport with funders and donors.
4. Ability to manage and provide leadership for employees.
5. Strong interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.
6. Excellent communication skills, both verbal and written, with the ability to articulate a compelling vision and inspire others to action.
7. Demonstrated commitment to diversity, equity, and inclusion.
8. Knowledge of relevant laws, regulations, and best practices in nonprofit governance and management.
9. Bachelor's degree in a related field required; graduate level degree preferred.
10. Proven track record of success in nonprofit sector financial management, fundraising, and strategic planning including a minimum of 5-years of experience in a leadership role.

OTHER REQUIREMENTS:

Current Iowa driver's license and auto liability insurance.

WORKING CONDITIONS/PHYSICAL DEMANDS:

This is primarily an office-based position that requires pro-longed periods of sitting at a desk, working at a computer, and engaging in phone and video conferencing. Frequent travel both in and outside the community will be needed. The role is required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to handle or feel objects or controls; reach with hands and arms or may be required to stoop, kneel, bend, crouch and lift up to 25 pounds. At times, working nights and weekends to meet project deadlines, attend events and complete position responsibilities may be needed.

Note: This job description describes the general nature and essential functions of the position without including peripheral and incidental duties. Contents of this job description are subject to change at the discretion of the employer. Employees may receive other job-related instructions and be required to perform other job-related work as requested by the employer. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities.