

DEAP POSITION ANNOUNCEMENT/EXECUTIVE DIRECTOR JOB PROFILE

POSITION DESCRIPTION

The Executive Director is responsible for the successful leadership and management of DEAP under the direction of the Board of Directors. This includes overall strategic and operational responsibility for mission driven leadership of the staff and programs.

PRIMARY DUTIES AND RESPONSIBILITIES

Leadership

- Works with the Board of Directors to assure the visionary and strategic planning required to lead DEAP
- Identifies, assesses and informs the Board & staff of internal and external issues that affect DEAP
- Provides leadership in developing program, organizational and financial plans with the Board of Directors and staff and assures plans and policies authorized by the Board of Directors
- Serves along with the Board chair as the organization's principal leader, representative and spokesperson for the greater community.
- Fosters a success oriented and accountable work environment
- Represents DEAP at community, state and national to educate about DEAP and to promote the organizational profile

Operational Planning and Management

- Ensures knowledge base and required engagement in federal, state, local and agency governmental and legislative systems and organizational relationships to support the fiscal and programmatic needs of the organization.
- Ensures an effective management team with appropriate provision for efficient succession
- Provides direct supervision for the management team including the business manager, human resources and all program directors
- Analyzes and resolves problems and assures the implementation of appropriate policies and procedures
- Ensures essential documentation and maintenance of official records in compliance with required local, state and federal regulations and contracts
- Provides support to the Board by preparing meeting agenda and materials and conducting official correspondence on behalf of the Board as appropriate

Program & Financial Planning and Management

- Oversees the planning, implementation and evaluation of DEAP's programs and services
- Determines along with appropriate staff the staffing requirements for organizational management and program/service delivery
- Works with the Board and Business Manager to assure a comprehensive budget
- Works with the Board to secure adequate funding for the operation of the program services
- Identify and evaluates risks to the organization and implements measures to control

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's Degree in Administration and 7 years experience in a human service field or a Bachelor's Degree in a Human Service Field and 5 years experience in an administrative position; Master's Degree preferred.
- Excellence in organizational management with the ability to coach, manage and direct high-performance standards, set and achieve strategic objectives, and manage budgets.
- Strong program planning, critical thinking, and problem solving skills;
- Self-directed with passionate determination to do what it takes to be successful
- Knowledge of human resource, financial and program management
- Computer proficiency in the use of word processing, e-mail, internet and financial data
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Working knowledge of applicable laws, rules and regulations
- Assess situations to determine the importance, urgency and risks
- Experience working successfully with a Board of Directors and ability to cultivate positive board member relationships
- Ability to plan, manage and complete multiple priorities successfully simultaneously
- Ability to work effectively and collaboratively with diverse groups of people
- Ability to foster teamwork and work cooperatively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Ability to think strategically by assessing options and actions based on essential trends and conditions and in support of the mission and values of the organization
- Can lead by positively influencing others to achieve results that are in the best interest of the organization

COMPENSATION

This is an exempt position with competitive compensation, \$51,000-\$75,000 depending on experience, and is negotiated with the Board depending on qualifications. Excellent benefits including health insurance, paid leave, and retirement benefit.

APPLICATION

This position is open until filled. To be considered, submit a letter of application addressing the challenges and opportunities in the position as well as the applicants qualifications along with a resume and 3 work related references via e-mail to blane@deapmt.org.