

DEAP

JOB TITLE: Executive Director

STATUS: Exempt

WORK LOCATION: Miles City, MT

REPORTS TO: Board of Directors

POSITION SUMMARY:

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.

JOB 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 and 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; assures plans and policies authorized by the board of directors are followed
- 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 levels to education 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 and performs other duties as assigned by the Board

Program and Financial Planning and Management:

- Oversees the planning, implementation, and evaluation of DEAP's programs and services
- Determines along with appropriate staff the staffing requirement 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 implement measures to control

Note: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform these essential functions.

EDUCATION AND EXPERIENCE:

- 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/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, email, 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 the ability to cultivate positive board member relationships
- Ability to plan, manage and complete multiple priorities successfully simultaneously
- Ability to work effectively in collaboration 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
- Ability to travel extensively, including overnight, and work a flexible schedule that includes evenings and weekends
- Must have a reliable personal vehicle available to use to meet the requirements of this position.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

PAY AND BENEFITS:

- Salaried, Exempt; Pay depends on experience and is negotiated with the Board depending on qualifications. (\$51,000-\$75,000)
- Paid leave, health insurance, life insurance, flex plan available upon hire
- Retirement package available after one year of successful employment

HOW TO APPLY:

- Submit a letter of application addressing the challenges and opportunities in the position as well as the applicant’s qualifications, a resume and 3 working references via email to: hr@deapmt.org

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its content

Printed Name: _____ Date: _____

Signature: _____

Supervisor Signature: _____