

## **NEW BEGINNINGS, INC.**

Position Title: Executive Director  
Program: Administration  
Reports To: Board of Directors

### **Exempt**

### **Position Summary**

The Executive Director serves as the Chief Executive Officer of the organization. The Executive Director leads the internal operations of New Beginnings and represents the organization in the community, state and nation. S/he is responsible for overall management and for ensuring that the mission guides every aspect of the organization's work.

### **Essential Job Functions**

#### ➤ Board of Directors

- Serves as professional advisor and resource to the Board in all areas of programs, risk management, development, finance, policy and governance.
- Carries out all policies established by the Board of Directors and advises the Board on the formulation of policies.
- Assists the Board in the development of strategic plans designed to achieve its mission.
- Keeps the Board of Directors informed of all significant issues that relate to New Beginnings.
- Oversees the preparation of reports, records and other Board documentation.

#### ➤ Organizational Leadership

- Provides leadership in developing and carrying out program, organizational and financial plans with the Board of Directors and staff. Sets goals and strategies for improvements; reviews and evaluates progress and results.
- Maintains a working knowledge of significant developments and trends in the field; analyzes potential impacts on and opportunities for programming.
- Evaluates new programs and enables agency to change and grow.
- Responsible for maintaining agency culture and morale. Serves as chief advocate to inspire excellence from staff and Board.
- Provides leadership in cultivating relationships with local stakeholders, state and federal agencies, foundations, and other nonprofit organizations.

#### ➤ Financial Leadership

- Ensures compliance with federal, state and local regulations.
- Directs the preparation of the annual budget and recommends it to the Board for approval.
- Approves and directs purchases and expenditures within the limits of the budget.
- Provides direction to the Financial Director to ensure sound financial and risk management of the organization.
- Oversees the pursuit of new funding opportunities to ensure the financial health and a diversified funding base for New Beginnings.
- Leads donor cultivation in the community, state and nation.
- Oversees all physical properties of New Beginnings and ensures their sound management and maintenance.

➤ Personnel Leadership

- Responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensures that job descriptions are developed, that regular performance evaluations are completed, and that sound human resource practices are in place.
- Motivates and supervises high performance management team; models accountability and integrity; ; provides mentoring and fosters a positive team environment.
- Encourages continuous professional growth of management and staff.
- Maintains a climate which attracts, retains and motivates a diverse, high quality staff.
- Oversees compensation and employee benefits.

➤ Community Leadership

- Serves as the informed and inspiring public spokesperson for New Beginnings and advocates for its mission.
- Ensures that New Beginnings' story, mission, and program successes are effectively developed and disseminated to a wide array of audiences. Provides leadership for the cultivation of productive relationships with legislators, funders, media and other non-profit organizations.
- Builds productive, collaborative relationships with other similar organizations and promotes community involvement.

Other duties as may be assigned.

### **Specifications and Qualifications**

**Education and Training:** Bachelor's Degree required; Master's Degree preferred.

**Professional Experience:** A minimum of 5 years' senior level management and organizational leadership experience required, preferably in the non-profit field. Experience managing and supervising personnel; background in donor cultivation and fundraising; experience in developing community-based programs. Minimum of one year of experience working with a Board of Directors preferred.

**Specialized Knowledge and Skills:** Experience with or knowledge of issues impacting homeless youth and families; knowledge and experience with diverse populations, including cultural and economic diversity; strong leadership skills that encourage collaboration, growth and accountability; working knowledge of accounting and financial statements; proficient with the use of a computer and a working knowledge of Microsoft Office.

**Cognitive Requirements:** Excellent written and oral communication skills, including public speaking, grant writing, and advocacy; strong conflict resolution and decision-making skills.

**Physical Requirements:** Frequently operate a computer, read, write, and constantly interact with others in person, as well as over the phone and via other devices. Meet deadlines; work irregular or extended hours as needed. Occasionally lift and/or move up to 30 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Work Environment:** Office environment and community settings. Some travel and evening/weekend meetings required. Valid driver's license required.