

PIERRE AREA REFERRAL SERVICE  
EXECUTIVE DIRECTOR  
JOB DESCRIPTION

The Executive Director is the key management leader of Pierre Area Referral Service (PARS). The position is responsible for overseeing the administration of the organization. Other key duties include fundraising, marketing and community outreach. The position reports directly to the Citizens Involvement Council and is responsible for the organization's consistent achievement of its mission and financial objectives. The position supervises staff and volunteers; oversees program effectiveness; and develops new programs and responses to the community as appropriate. Serve as the public advocate, aware of and involved with citywide and community issues relevant to the organization's mission; acting to both assist individuals in need; and collaborate with appropriate organizations to effect this. Ensure the Board is kept fully informed on the condition of the organization and all important factors influencing it.

Essential Duties:

Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.

- Ensure that job descriptions are developed, that regular performance evaluations are held.
- Encourage staff and volunteer development and education.
- Maintain a climate which attracts, keeps and motivates a diverse staff of top quality people.

Oversees fundraising planning and implementation, including identifying resource requirements, researching and shaping funding sources including grants, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation.

- Develops and sustains a diverse funding base.
- Raises the visibility of the organization through development and implementation of a sustainable marketing campaign geared to its various constituencies as well as the public.

Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations.

- Establishes rigorous accountability standard for grant and budget tracking.
- Directs financial activities and makes decision based on plans and policies developed in concert with the Board of Directors.
- Oversees/supervises all bookkeeping, accounting and financial activities. Obtains contributions, contracts, grants and in kind donations to support projects and services.
- Presents annual budget, monthly financial reports to the Board.

Plan and develop programs as required by the funding agencies and approved by the CIC Board. The main planning, develop and evaluation include:

- Draft yearly program evaluations; to manage record keeping, publications and statistics reporting.

- Publicize the activities of the organization, its programs and goals.
- Oversees educational and outreach initiatives.
- Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image.

Maintain confidential records and files.

- All records, reports and other materials relating to clients and employees shall be kept in a locked file.
- Responsible for keeping accurate and complete records as prescribed by law, the funding agencies and the CIC Board.

Responsible for all reports required which include but are not limited to:

- Monthly Executive Director report
- Monthly statistical reports
- Quarterly progress evaluation
- Minutes of all staff meetings
- Monthly leave reports

Performs all other duties as expected.

This position is a salaried position and is exempt from the Fair Labor Standards Act. Position requires being available during some lunch hours, nights and weekends.

Qualifications: Prior experience in management of a non-profit agency including financial oversight, grant writing and grant management along with experience with Microsoft Office and Quickbooks is preferred. Must have skills to effectively communicate, manage employees and volunteers, work with a board of directors and publicly represent the agency. It is very important that this person have a demonstrated record of success at bringing diverse individuals, groups, & organizations together to accomplish projects. This position is required to have a valid driver's license and must have the ability to lift 50 pounds.