

Family & Children's

S E R V I C E O F I T H A C A

Title:	Executive Director
Department:	Administration
Status:	Exempt
Responsible to:	F&CS Board of Directors
Reports:	Direct: 8 Indirect: 65-70
Salary:	\$95,000 - \$110,000, depending on experience (plus benefits)

General Summary: The Executive Director of Family and Children's Service of Ithaca (F&CS) is responsible for overseeing the organization's financial stability, developing and implementing the organizational strategic plan, pursuing mission-driven programs and services, effectively communicating the agency's mission and vision to the broader community, and ensuring adequate funding is raised to support agency programs. The Executive Director reports to the Board of Directors. The Executive Director demonstrates commitment to and action in leading the agency in anti-oppressive practice in all categories of their responsibilities. In addition, the Executive Director stewards the organization's values and reputation by ensuring all program services are provided with the highest level of quality, care and compassion. The Executive Director is responsible for building a strong leadership team and communicating regularly and effectively with staff and key stakeholders. Success in this position requires a strong background in human services, relevant senior management experience, and demonstrated success in key aspects of the position in comparable settings.

The following positions report directly to the Executive Director:

- Clinic Director
- Director of Youth and Outreach Services
- Development Director
- Director of Finance
- Manager of Human Resources and Compliance
- Facilities Director
- EAP and Continuing Education Coordinator
- Manager of Administrative Operations

The Executive Director's responsibilities fall into six broad and overlapping categories of governance, financial management, program mission and stewardship, management and supervision, fundraising and community relations, and compliance. More specific duties within each category are listed below. In addition to the enumerated list, other assignments and tasks may be added at the discretion of the Board of Directors.

Governance

- In collaboration with the board of directors, develops and implements a strategic plan that will advance the mission of F&CS
- Facilitates the effective use of board members' and volunteers' talents, skills and resources
- Supports all board and volunteer committees
- Ensures all board members are knowledgeable of F&CS history, mission, vision, programs and services and are prepared to serve as community advocates for F&CS

Family & Children's

S E R V I C E O F I T H A C A

Financial Management

- Submits a proposed annual budget and monthly financial statements to the board, which accurately reflect the agency's resource needs and financial condition
- Implements financial systems, policies and procedures, that support the financial efficacy of all programs and the agency as a whole
- Monitors and analyzes the organization's financial condition, and develops strategies for short and long-term sustainability

Program, Mission Stewardship

- Ensures all new and existing programs and services are carried out with the highest level of quality, care and compassion while also ensuring that they are effectively and efficiently managed with adequate supportive resources
- Provides leadership to identify and support new programmatic initiatives; ensures adequate resources are provided to all programs and services; pursues additional funding streams as needed

Management, Supervisory

- Oversees a high performing management team; recruits, supervises, mentors, and evaluates direct reports
- Facilitates regular management team and agency meetings; creates a shared sense of ownership of and dedication to the agency's mission and vision
- Establishes best practices to increase and maintain workforce diversity

Fundraising, Community Relations

- Serves as the organization's public face; represents F&CS with community leaders, local institutions, individual and corporate donors and other key stakeholders
- Provides fundraising leadership, collaboratively working with staff and the Development Committee to drive F&CS annual fundraising activities
- Cultivates and stewards relationships with key community stakeholders, including institutional funders, current and potential donors, and other elected and appointed community leaders
- Develops and oversees strategies for communicating the agency's work to stakeholders and the general public
- Oversees the development and implementation of community education and awareness building activities

F&CS Compliance

- Adheres to professional standards, F&CS policies and procedures, federal, state, and local requirements
- Maintains confidentiality on all client and employee information
- Reports to appropriate authorities, and takes appropriate actions regarding any unethical behavior that is observed or that occurs within F&CS

Family & Children's

S E R V I C E O F I T H A C A

Qualifications

The Executive Director will:

- Be a high-energy human services professional with the demonstrated capacity to develop and implement a vision for a community-based non-profit organization providing mental health care and related social services to adults and children.
- Be a collaborative problem solver.
- Demonstrate a commitment to and actions that promote anti-oppression.
- Demonstrate knowledge of current and evolving management practices, including the use of technology as a critical tool in analysis and organizational life, and a commitment to ongoing professional development.
- Have a pattern of accomplishments in previous positions that demonstrate a capacity to address the challenges facing Family and Children's Service, including effective financial management, program development and fund raising and guiding an organization through change
- Hold a bachelor's degree or higher, preferably in the field of social services, mental health care or human services

I have read and understand the duties of Executive Director which are contained within this position description. (This job description is subject to change as deemed necessary by Family & Children's Service of Ithaca.)

Employee Signature

Date

MISSION STATEMENT OF FAMILY AND CHILDREN'S SERVICE OF ITHACA

Family & Children's Service supports, promotes and strengthens the well-being of individuals and families by providing high-quality, accessible mental health care and related social services, with a particular sensitivity toward the needs of children.