

**YCC FAMILY CRISIS CENTER OF
OGDEN/NORTHERN UTAH
POSITION DESCRIPTION**

JOB TITLE: EXECUTIVE DIRECTOR

FUNCTION:

The Executive Director is the key management leader of Your Community Connection (YCC) Family Crisis Center. The Executive Director is responsible for overseeing the administration, programs, services and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

DUTIES AND RESPONSIBILITIES

1. Monitors all programs and services, making changes and revisions as needed to ensure proper alignment with the agency mission, vision and core values.
2. With input from the management team plans and organizes programs to meet the changing needs of clientele served.
3. In cooperation with center managers makes sure that the services provided to clients are consistent with service contracts.
4. In coordination with the management team oversees the development of programs, organizational and financial plans, budgets, policies and procedures to ensure maximum agency efficiency.
5. Oversees the grant development and program managers in the writing of grants and proposals for funding agency programs. Sees that evidence is prepared and presented to secure funds for maintaining and improving agency programs.
6. In coordination with the financial officer, maintains official records and documents, and ensure compliance with federal, state and local regulations. Maintain a working knowledge of significant developments and trends in the field.
7. Responsible for overseeing the developing, revising and updating of employee policies and employee handbook annually.
8. Directs a public relations program, making skillful use of the press and other media. Publicize the activities of the organization, its programs and goals.
9. Establish sound working relationships and cooperative arrangements with community groups and organizations. Accepts opportunities to speak and participate in community-wide activities in a prudent and balanced manner.
10. In coordination with the management team is 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 held, and that sound human resource practices are in place. Ensures proper and effecting staffing to meet the current and future needs of the organization. Filling vacancies as promptly and prudently as possible.
11. Ensure effective ongoing staff and volunteer development programs are in place. Provide effective and consistent leadership to management team to ensure staff are receiving timely support and coaching.
12. Acts as intermediary between staff and the Board of Directors. Coordinates and effectively communicates staff efforts with clear lines of authority.
13. Apprises the Board of Directors of external and internal activities necessary for efficient operations of agency programs in an effective, efficient and timely manner.
14. Responsible for developing and maintaining sound financial practices. Works with the Financial Office in preparing and presenting a yearly budget to Executive and Finance Committees, and Board of Directors for final approval. Operates within the annual budget as approved by the Board of Directors; is signatory on all accounts.
15. In coordination with the facility manager and collaboration with the management team, oversees the upkeep and maintenance of all YCC property, plant and equipment, utilizing proactive planning methods to ensure proper budgeting and asset maintenance.
16. Allows the Board of Directors freedom to develop its own agenda, policies and board committees. Demonstrates a clear understanding and respect for board governance.
17. Performs other duties as assigned.

Education And Experience Requirements

Masters degree in social work, education or business preferred, but not required. Five plus years experience in personnel

management or administration. Previous experience within non-profit highly desirable.

PRESIDENT, BOARD OF DIRECTORS

EXECUTIVE DIRECTOR

1/15/19