



## Executive Director Job Description

**Title:** Executive Director

**Job Status:** 20-30 hours per week

**Job Summary:** Responsible for promoting and supporting the mission of Positive Paths by implementing and sustaining viable financial and relationship goals. Functions will include building relationships with community and individual partners, donors and supporters; identifying, establishing and implementing fundraising opportunities; strategic planning; supporting the board president; communicating to board members, and community partners; overseeing projects and key organization activities; reviewing data collection to identify opportunities for improvement of programs and services, financial progress, and other opportunities; representing the organization in a positive way; and other duties as requested.

### Job Specifications

Specification	Minimum Requirement	Preferred requirement
Experience	Administrative and program/project leadership	Financial development and analysis
Education	Associate Degree	Bachelor's Degree
Special Skills	<ul style="list-style-type: none"> <li>• Strong computer skills including Microsoft Office Suite</li> <li>• Excellent written and verbal communication skills</li> <li>• Event planning and execution</li> <li>• Program/project management</li> </ul>	<ul style="list-style-type: none"> <li>• Community service</li> <li>• Data collection/ outcome measurement</li> <li>• Understanding of population being served</li> </ul>

### Job Standard: 1.0: Essential duties and responsibilities

#### Performance expectation

1.1	Work alongside Board of Directors with the assistance of a part-time coordinator to promote the mission of Positive Paths.
1.2	Identify, promote and sustain ongoing community and individual relationships with donors and other supporters.
1.3	Drive growth and sustainability by working with the Board of Directors and others to identify, implement and onboard volunteers for fundraising.
1.4	Review data from financial reporting, surveys, and other sources of feedback to improve processes.
1.5	Increase donations by cultivating donors, providing leadership for grant writing and grant oversight, and identifying additional funding opportunities.
1.6	Serve as an active member of committee(s) or collaborative teams as determined by the President of the Board of Directors.
1.7	Oversee and coordinate activities/volunteers for assigned projects.

1.8	Perform finance functions as expected and trained.
1.9	As appropriate, serve as a resource to Positive Paths scholars and mentors.

**Job Standard: 2.0 Provide management and oversight of delegated projects/programs**

**Performance expectation**

2.1	Orient/train other staff or volunteers.
2.2	Assess needs and ensure that the programs/projects are meeting the goals and objectives
2.3	Review scholar information, and provide oversight for the database and other relevant files.
2.4	Support the Board President with activities as requested, which are associated with Executive Committee meetings and Board meetings, and committee processes.
2.5	Review program outcomes to ensure they are tracked, filed, and reported.
2.6	Support the Board Committee Chairs with event planning and execution (for example, scholar-mentor breakfast, annual gala, holiday event, golf event, professional development events).

**Job Standard: 3.0 General and customer service**

**Performance expectation**

3.1	Provide excellent customer service to internal and external customers creating a professional impression.
3.2	Respond to telephone inquiries and email or text communication quickly, appropriately, and in a manner that addresses the needs of the request.
3.3	Perform other duties as assigned.

**Job Standard: 4.0 Mission and commitment**

**Performance expectation**

4.1	Convey an image of dignity and trustworthiness.
4.2	Respect the rights, privacy and differences of others.
4.3	Demonstrate advocacy for clients.
4.4	Connect with resources available to assist the scholars as appropriate.
4.5	Use time effectively.
4.6	Assist Positive Paths in a manner that supports and guides the organization's mission as defined by the Board of Directors.
4.7	Adhere to the mission and values of the organization.
4.8	Perform in a manner that enhances customer service.
4.9	Demonstrate the attitude that quality can always be improved, explore alternative ways for doing things better, and be responsible for own actions.

**Job Standard: 5.0 Image and events**

**Performance expectation**

5.1	Drive and assist in preparations for key organization fundraising and events that help to ensure the mission and goals of Positive Paths are met.
5.2	Responsible for the enhancement of Positive Paths' image by being active and visible in the community as requested and by working closely with other professional groups, such as related nonprofits, civic and private organizations.