

## **Job Description**

**Position:** Executive Director, Carson Valley Children's Center/Austin's House

### **Description of Position:**

Under the supervision of the Board of Directors, operates the Carson Valley Children's Center in accordance with written policy, accepted practice and applicable statutes. Ensures proper delivery of services to resident children, their families and clients. Responsible for future program development; budget development and execution; grant writing and reporting; supervision, training and evaluation of personnel; necessary recruitment and hiring, and developing and maintaining positive community and organizational relationships.

### **Examples of Duties and Responsibilities:**

(the following is used as a partial description and is not restrictive as to duties required)

Attend all meetings of the Board of Directors. Provide appropriate coordination and communication with the Board of Directors. Serve as professional advisor to the Board, providing operational and fiscal reports as per Board policy. Offer interpretations of organizational protocol and recommendations for improving operations. Inform the Board fully and accurately regarding the program. Implement effectively all Board policies.

Establish and maintain internal systems necessary to provide and monitor; daily care of resident children, delivery of services to clients in all programs, fiscal compliance, client interaction, program administration and reporting, routine office matters, personnel issues.

Develop and prepare the annual budget, oversee and monitor all fiscal activities, approve all disbursement of funds, process reports as required and keep the Board informed of budget problems.

Ensure adherence to foster care regulations and reporting to state authorities.

Work with community and other agencies in; program development, community issues and priorities, education and advocacy for issues related to child abuse and neglect.

Maintain appropriate computer databases for intake and reporting.

Participate in fundraising activities and research new grant opportunities to promote program maintenance and expansion.

Perform all other duties as assigned by the Carson Valley Children's Center Board of Directors.

**Credentials and Experience:**

Bachelor of Arts degree in Human Services, Social Services or in an area relating to administration. At least 2 years related experience or an equivalent combination of education and experience. Must understand the principles of fiscal management and general administration. Familiarity with the dynamics of abuse and neglect is desirable as is some experience in grant writing. Spanish language fluency is desirable.

**Working Conditions:**

The Executive Director's office will be located at the Carson Valley Children's Center facility. Duties will require local travel for community networking, meetings, special workshops, training and other job-related activities. May require more than 40 hours per week.

**Special Requirements:**

Excellent innovative skills; ability to apply original and independent thinking in developing complex methods, procedures or systems.

Positive communication and management skills; ability to negotiate, influence others and regularly problem solve. Ability to provide guidance and enable others to take action and make decisions, directly supervise others, evaluate performance, make hiring decisions, provide training, take disciplinary actions within policy guidelines.

Budgetary accountability experience; develop, allocate and monitor a budget.

Work is generally performed in a fast-paced office and child care environment with frequent interruptions and occasional crisis situations.

Must pass full background check with fingerprinting and drug testing.

Must have valid driver's license with a clean driving record, current automobile insurance and reliable transportation.

Must be able to lift children up to and including 40 pounds