

NEIGHBORLY CARE NETWORK

Job Description

Job Title: Executive Director
Name:
Exposure Category: III
Department: Administration
Grade Level: 41
Status: Neighborly Exempt
Revised Date: April 24, 2018

SUMMARY

Appointed by the Board of Directors, the Executive Director supports Board efforts in establishing the mission, vision, values and strategic plan for the corporation, and ensures the effective performance of programs in accordance with budgetary and regulatory requirements.

The Board of Directors links the governance and management function through a single Chief Executive Officer titled Executive Director (P/CEO). All Board authority delegated to staff is delegated through the Executive Director so that all authority and accountability of staff as far as the Board is concerned is considered to be authority and accountability of the Executive Director. As long as the Executive Director uses any reasonable interpretation of the Board Ends policies (policies dealing with what the organization should accomplish) and Executive Limitations policies (policies dealing with what is unacceptable for the organization), the Executive Director is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.

The Board of Directors shall perform the annual evaluation of the Executive Director and shall set his level of remuneration and benefits pursuant to Policy S9-99.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides staffing support to the Board of Directors and Committees.
- Facilitates the Board's task of setting corporate direction, ends and parameters to guide the organization's activities.
- Keeps the Board informed on environmental business trends and occurrences of significance to the Agency's current and future performance. Facilitates research and reports on issues of concern to the Board of Directors and to appropriate committees.
- Keeps abreast of emerging knowledge, program developments, available resources and legislative action affecting Neighborly and its target population.
- Facilitates the agency strategic planning process. Integrates strategic goals and objectives into a vision.
- Ensures agency accomplishment of strategic objectives in compliance with contractual requirements and approved annual budget.
- Provides leadership to the management team to ensure the proper execution of program action plans and maintenance of a positive work environment.
- Sets the fees, or salaries and benefits of agents and employees of Neighborly, in keeping with Executive limitations policies contained in the Neighborly bylaws.
- Selects the agency's personnel for senior management positions, appraises or delegates the appraisal of their performance and takes or approves all management personnel action.
- Reviews and approves all staff compensation, promotions and termination recommendations.
- Ensures the implementation of a Continuous Quality Improvement and Compliance Program to meet accreditation, funding source and customer requirements.
- Facilitates inter-agency, public/private, for profit/not-for-profit cooperation and collaboration. Develops relationships with public and private institutions and community leaders to gain their support for the Agency's cause.
- Seeks to increase the agency's capacity to serve its clients and accomplish its missions
- Represents the Agency at public and media functions.

- Must be able to foresee opportunities where funding is available. Must be able to sell and close on contracts.
- Must be visionary with regard to future senior services.
- Manage the risk elements for all operations.
- Cultivate a strong and transparent working relationship with the Board of Directors

QUALIFICATIONS/EXPERIENCE

The qualifications listed below are representative of the knowledge, skill, and/or ability required.

- Visionary leader with outstanding communication skills
- Exceptional presentation skills
- Ten years executive management experience with a similar or larger organization that is either for profit or not for profit
- Strong fiscal and analytical abilities – previous P/L responsibility
- Experience in developing and directing Strategic Planning initiatives
- Previous success in working with community and statewide agencies
- Ability to meet and /or exceed established expectations
- Proficiency in the use of technology and has good computer skills
- Ability to meet and work with local and county government.
- Work with state legislators and local political leaders.

OTHER SKILLS AND ABILITIES

- Leadership skills to include outstanding written and oral communication skills.
- Knowledge of the senior delivery of services system in Pinellas County as well as state funding systems.
- Work effectively with community and statewide agencies.
- Knowledge of financial structure to non profits.

SUPERVISORY RESPONSIBILITIES

Directly supervises Program Directors, CIO, Finance Manager and HR Director.

EDUCATION

Bachelor's Degree.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of valid Florida Driver's License; and maintained by adequate insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk and hear. The employee frequently is required to stand, walk, sit, use hands and fingers, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in office environment and regularly works with interruptions. Overnight travel is required on occasion; local travel to visit sites is a weekly occurrence. The noise level in the work environment is usually moderate.

TRAINING REQUIREMENTS

- Neighborly Training
- Job Specific Training
- Quality Training
- HIPAA Training