



Job Description

JOB TITLE	Executive Director		
REPORTS TO	Family Promise of Great Falls Board of Directors		
DEPARTMENT	<i>Admin / Programs</i>	FLSA STATUS:	<i>Exempt</i>

Position Purpose

The Executive Director will implement the vision, mission, and goals of Family Promise of Great Falls in accordance and compliance with bylaws, policies, strategic plan, board resolutions, and approved budget; and to ensure compliance with all fundraising, donor management, and regulatory requirements, under the direction of the Board of Directors. The Executive Director is accountable and reports directly to the Family Promise of Great Falls Board of Directors.

This position is also responsible for networking with potential partners, presenting information to stakeholders, and building and maintaining relationships with coordinators from each recruited host congregation. The ED also oversees facilitation for monthly meetings and volunteer training.

Main Responsibilities & Duties

Category 1: Organizational Leadership

1.1 The ED understands and implements the mission, goals, and strategic plan of Family Promise of Great Falls.

1.2 The ED works as an advocate for Family Promise of GF before stakeholders, partners, and the general public.

1.3 The ED understands the current needs of Family Promise of GF stakeholders and seeks to fill those needs with the organization's programs, services, and strategies within the scope of the mission.

1.4 The ED demonstrates a good working relationship with staff, volunteers, coordinators, and congregation relations. The ED carries out essential Human Resource functions, such as recruiting and retaining employees.

1.5 The ED encourages staff development and education and assists program staff in relating their specialized work to the total program of the organization.

1.6 The ED demonstrates vision and innovation through implementation of programs that further Family Promise of GF's goals. The ED stays current about new ideas and current trends relevant to the mission of Family Promise of GF.

Category 2: Fiscal Responsibility

2.1 The ED understands current and future financial needs of Family Promise of GF for program development and sustainability. The ED participates fully in effort to establish positive relationships with congregational, government, foundation, and corporate funders.

2.2 The ED assures adequate control and accounting of all funds, including developing and maintaining sound financial policies and practices.

2.3 The ED provides the board accurate, understandable information about the financial status of Family Promise of GF through regular financial reports, grant reporting, fundraising reporting, donations reporting, and the annual budget.

2.4 The ED presents a timely and well-supported budget to the board for voting approval.

Category 3: Relationship with the Board

3.1 The ED keeps board members informed about issues, needs and operation of Family Promise of GF. The ED offers direction to the board, when needed on issues requiring board action, and makes appropriate recommendations based on government or legal regulations, a high quality of service, and thorough study and analysis.

3.2 The ED recruits, orientates, and provides training opportunities to board members.

3.3 The ED ensures that the Board Secretary receives a board report, monthly financials, grant tracking, minutes, and additional board materials no later than forty-eight (48) hours before a board meeting.

3.4 The ED ensures that the organization complies with the reporting policies, state or federal requirements, and By-laws approved by the board.

Additional Responsibilities

- Develops the Annual Report each year.
- Attends an annual review meeting with the Board President in December.
- Ensures compliance with local, state and federal labor, employment and other applicable laws and regulations.
- Ability to travel if needed.
- Other ad hoc duties as requested by the board.

Professional Knowledge, Skills & Abilities

- Bachelor's degree in human services, public policy, accounting, communications, business management or related fields.
- Must have at least 5 years of managerial experience.
- Preferred experience of 5 years within nonprofit fundraising or outreach activities.
- Have a proven understanding of nonprofit financial and regulatory requirements. Must be bondable.
- Outstanding written communication and presentation skills.
- Detail-orientated with the ability to manage multiple projects at a time.
- Valid State Driver's License

Qualities & Characteristics

- Demonstrates excellent interpersonal skills.
- Comfortable networking and proactively introducing our organization to the public.
- Represents Family Promise in a professional manner and cultivates relationships with partners and prospects.
- Proactively solves problems and recommends solutions.
- Meets deadlines and thrives in high-pressure situations.
- Works collaboratively with others.
- Analyzes data and reports on trends.
- Effectively manages projects and coordinates with others to move forward.

Working Conditions & Physical Requirements

- Normal office hours with occasional evenings and weekends. Must be available to be on-call for emergencies.
- Travel up to 20%

Direct Reports

# of Non-Manager Direct Reports	0	# of Sr. Manager Direct Reports	0
# of Manager Direct Reports	0	# of Direct Reports	0

The Board Executive Committee for Family Promise of Great Falls reserves the right to change this description at any time. Family Promise of Great Falls practices the concept of equal employment opportunity with respect to hiring, promotions, transfers, pay, discipline, fringe benefits, and all other terms and conditions of employment. No individual will be discriminated against, and no employment decisions will be made, on the basis of an individual's race, color, national origin, religion, age, gender, gender identity, protected disability, marital status, familial status, veteran status, height, weight or citizenship.