



Position Title: Executive Director

Revised Date: February 2023

Prepared by: Executive Director

Status: Full Time Employment

Position Summary:

The Executive Director is an exempt senior management position. This position requires diverse and complex managerial skill exercising authority over resources necessary to operate and maintain agency programs and activities. Work involves formulating, interpreting and/or approving procedures, objectives and goals within board guidelines. Work is performed with considerable latitude for making independent decisions in accordance with applicable laws, rules and regulations, funding requirements and board expectations. Under general direction of the Board of Directors the Executive Director is responsible to provide overall leadership to Cairn Health, staff, and its programs; lead staff and the Board of Directors in planning for strategic goals and outcomes and communicating these plans.

The Executive Director is responsible to help develop and maintain, as well as articulate to diverse stakeholder groups, the organization mission and vision, strategic direction, and programs.

Essential Functions:

Program Planning, Implementation and Monitoring:

- Leads program and policy development on a continuing basis, working with the board, staff, referral sources, and community partners; sets goals and priorities; identifies outcomes; determines community, client, and agency needs and resources; identifies gaps and assesses fiscal and operational implications.
- Communicates issues, plans, problems and expectations to the Board of Directors and staff; solicits input; develops guidelines, procedures and timelines for program implementation; provides ongoing guidance; analyzes operations to determine effectiveness and institutes changes or experimental projects in new methodologies to improve service delivery; facilitates staff and board in periodic strategic planning or creative visioning.
- Reviews performance and fiscal data for program compliance and agency budgetary status; develops corrective action when needed; develops systems for regular analysis and impact; maintains comprehensive information on program activity, issues, and accomplishments.

Fundraising, Marketing, and Communication

- Develops and maintains the agency fundraising plan in collaboration with the Board of Directors; develops and plans short-term and long-term goals for donor communication, retention, and growth.
- Reports information regularly to the Board of Directors on program performance, operational issues, and fiscal status; communicates regularly with staff regarding accomplishments, operational changes

and impacts, or any need for corrective action; communicates program information to the community at large, medical providers, community agencies.

- Acts as the agency contact for media; enhances public relations within the community to promote interest and awareness of Cairn Health and its services.

Personnel Management

- Hires, trains, and supervises staff with objective criteria; determines work assignments and makes shifts as needed; provides guidance and discipline to staff; provides leadership to staff; role models expected behaviors and expectations; develops position descriptions and performance standards for all staff; reviews compliance; promotes equal opportunity and affirmative action expectations.
- Works comfortably with staff who are both in-office and remote. Able to adapt to quickly changing technical landscape and provide remote assistance and problem solve complex solutions to keep everyone connected.
- Manages volunteer program for the agency; develops volunteer application, interviews potential volunteers to determine a fit within the agency; maintains contacts with volunteer resources and evaluates volunteer interns as per placement agency expectations and provides supervision to volunteers during their engagement with Cairn Health.

Fiscal Management

- Reviews and approves all financial reports; reviews and signs all issued checks and obtains a co-sign for any checks over \$5,000; reviews and signs contracts under \$10,000; reviews, revises, and maintains internal accounting controls and oversees the adherence to internal controls; approves program expenditures and cash flow.
- Meets regularly with financial consultant/outsourcer provider to ensure financials are maintained appropriately and manages all financial transactions on the agency's behalf, ensures all taxes and other liabilities are paid appropriately and timely.
- Meets with the Finance Committee to revise the budget as needed and develops the budget for the ensuing year; monitors program and operations budget.
- Writes and/or reviews all grant submissions; adheres to funding source expectations and reports as required to funding sources; initiates donor thank you letters & acknowledgements.
- Reviews all payroll and is responsible for all personnel files.
- Receives and opens all incoming accounting mail.
- Cooperates with the annual audit contractor chosen by the board.

Qualifications:

Effective organizational skills, including the ability to manage multiple priorities; understanding of budget and fiscal operations of a nonprofit organization; strong interpersonal skills with the ability to work independently as well as manage personnel and foster community relationships; a strong desire to assist vulnerable populations; demonstrated computer skills and ability to problem solve when technical issues arise. Demonstrated capacity to supervise staff both in-person and remote preferred.

Education and/or Experience:

College degree in social work, business, or related social service field preferred; managerial and/or supervisory experience; program planning, implementation, and monitoring experience; background or experience fundraising and grant-writing.

Physical Requirements and Work Conditions:

The duties of this position are generally performed in the office, but community contacts and meetings do occur outside the office. While performing duties of this job, the employee is regularly required to sit, but the position may also require the individual to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The position requires daily use of the computer, remote work systems (including MS Teams) and online HIPAA secure databases, and the telephone as well as other office equipment such as printer/copiers and postage machine. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Cairn Health, Inc. is an Equal Employment Opportunity Employer

Cairn Health firmly supports the principle and philosophy of equal opportunity for all individuals and does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or economic status in any activities or operations.

I have read the above job description and understand the expectations. I can perform the essential functions and meet the basic requirements.

Employee: _____ Date: _____