



Executive Director

Human Services Programs of Carroll County, Inc.

Westminster, MD

Salary is negotiable from \$80,000, based on education and experience.

The position is open until filled. However, priority will be given to résumés received by November 1, 2018.

We are currently seeking an experienced, professional Executive Director to oversee all operations, functions, and activities within our organization. The ideal candidate will have the skills and confidence needed to be the face of HSP, shouldering the responsibility of providing organization-wide strategic direction and implementing a progressive vision for the future. We believe that an excellent Executive Director is one who can influence and inspire—s/he is able to awaken in others the desire to lead, motivate, and create an organization culture that is value-driven.

Applicants should have impeccable communication skills and take a holistic approach to organizational management/oversight of operations. We are looking for someone to lead our team to success whose goal is to inspire others and lead by example, enabling the organization to fully realize its mission and reach its maximum potential.

Title: Executive Director

Classification: Exempt

Department: Administration

Reports to: Board of Directors

Position Summary: The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. Responsible for the day-to-day operations of the organization.

Essential Functions:

Board Governance: Works with board to fulfill the organization mission.

- Lead HSP in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Advise and consult with the Board of Directors.
- Communicate effectively with the Board of Directors and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability: Develops resources to ensure the financial health of the organization.

- Responsible for the financial integrity of HSP, to include submission to the Board of Directors a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for financial management within the approved budget and the unbudgeted expenditures policy, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support HSP's mission.

Organization Mission and Strategy: Works with board and staff to ensure the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of HSP's programs, ongoing programmatic evaluation and development of new programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that HSP can successfully fulfill its mission.
- Liaison with funding sources, governmental entities, and the media.
- Responsible for HSP's image by being active and visible in the community and by working closely with other professional, civic and private organizations

Other Duties and Responsibilities

- Develop comprehensive business plans aimed to realize the goals and objectives set by the board of Directors.
- Develop agency-wide and program level strategic plans.
- Develop and maintain a marketing and fundraising plan.
- Serve as Co-Trustee of HSP's 401k plan.
- Provide excellent guidance and coaching to Executive Leadership.
- Hold staff accountable for performance and conduct annual reviews.
- Comply with all Board approved policies, internal procedures and regulatory requirements in every area of the organization's daily activity.
- Develop program integration and resources to enable program development, planning and evaluations.
- Maintain a solid understanding of the HSP's overall health.

Inter-Relationships:

- Develop, maintain and grow effective and collaborative working relationships across multiple local, state and federal government agencies and other non-profit organizations including but not limited to Maryland Community Action Partnership.
- Directly supervise the Executive Leadership Team and is accountable for all staff working throughout the agency.
- Work with the Board of Directors, funding sources, the media, staff, and the general public.

Skills, Education, Attributes & Other Requirements:

- Bachelor's degree from an accredited four-year institution of higher learning. Master's degree preferred.
- Minimum of 5-years' progressive leadership experience in the human service field.
- Effective interpersonal, team-building and organizational skills;

- Knowledge of operations of a non-profit organization, including developing and monitoring an agency-wide budget, experience with multiple funding sources, marketing, fundraising, grant writing, strategic planning, data management, generally-accepted accounting principles and human resource practices.
- In-depth knowledge of managerial best practices.
- Aptitude for analytical thinking, capable of creative solutions to problem solving.
- Impeccable organizational, leadership and management skills.
- Exceptional oral and written communication skills.
- Exceptional public speaking and networking skills.
- Ability to work well under pressure, take proactive measures against possible challenges, and resolve issues quickly, managing crises rapidly and effectively when necessary.
- Ability to make thoughtful decisions.
- Ability to organize and prioritize.
- Effective time management skills
- Ability to perform a variety of tasks, often changing assignments on short notice.
- Strong computer skills.
- Must be positive, cooperative and supportive.
- Must have and maintain a valid driver's license

Position Type/Expected Hours of Work: Full Time (40 hours/week).

- General office hours are established by the needs of the organization and may include evenings and weekends.
- Participation in fundraising events and/or agency related functions is required and may be held during evenings and weekends and at times out of state.
- 24-hour accountability for facility, shelter and housing programs.
- Must be accessible via cell phone always (except for scheduled vacation).

Travel Requirements: Local/ national travel including travel to meetings and conferences throughout the state and country as needed.