



Position: Executive Director

Common Threads Family Resource Center

Summary:

The Executive Director is responsible for the overall functioning of the entire organization. The Executive Director directs, supervises, develops and coordinates operational and financial strategies, networking opportunities, and staff in order to facilitate the mission of Common Threads Family Resource Center.

Our Mission:

Our mission is to enhance the development of children with emotional, behavioral, cognitive and sensory differences and provide their families with quality support and direction. We accomplish this by offering a variety of innovative, academic and therapeutic services and opportunities.

Direct Reports:

Director of Clinic Services
Director of School Services
HR Manager
Finance and Operations Manager

Education:

Bachelor's Degree minimum

Compensation:

Commensurate with experience.

Primary Duties

Board Interaction

- Confer with board members and/or staff members to discuss issues, coordinate activities, or resolve problems.
- Refer major policy matters to Board for final decisions.
- Attend and participate in scheduled Board meetings.
- Prepare and/or present reports concerning activities, expenses, budgets, government statutes or rulings, or other items affecting businesses or program services.
- Develop and implement Board instructions, goals, or priorities.

Financial

- Oversee the negotiation of contracts or agreements with suppliers, distributors, federal or state agencies, or other organizational entities.
- Oversee the development and/or implementation of budgetary control systems, recordkeeping systems, or other administrative control processes.
- Direct, monitor and/or coordinate Common Threads' financial or budget activities to fund operations, increase efficiency and support adding value to programs.
- Monitor and control resources and oversee the spending of money.
- Investigate and coordinate alternative funding sources (i.e. fundraising and grants)



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Leadership

- Provide guidance and direction to subordinates, including setting performance standards and monitoring performance.
- Establish long-range objectives and specify the strategies and actions to achieve them.
- Create and implement change management processes.
- Direct human resources activities, including the approval of human resource plans or activities.
- Coordinate with Board, human resources and leadership staff around the selection of leadership positions.
- Establish leadership team responsibilities and coordinate functions among programs and leadership staff.
- Manage and create long term vision while supporting staff focused on short term goals.

Operations

- Implement corrective action plans to solve organizational and program problems.
- Direct, plan, and/or implement policies, objectives, and/or activities of Common Threads to ensure continuing operations and development of value for our clients and students.

Community

- Organize and/or approve promotional campaigns.
- Communicate with people outside Common Threads, representing the organization to customers, the public, government, and other external sources.
- Serve as liaisons between Common Threads' staff, Common Threads' Board, community shareholders, and outside organizations.
- Attend and participate in meetings of municipal councils or council committees.
- Make presentations to legislative or other government committees regarding policies, programs, and/or budgets.
- Deliver speeches, write articles, or present information at meetings or conventions to promote services, exchange ideas, or accomplish objectives.

Soft Skills

Job requires:

- A willingness to lead, take charge, and offer opinions and direction.
- Being honest and ethical.
- A willingness to take on responsibilities and challenges.
- Accepting criticism and dealing calmly and effectively with high stress situations.
- Being reliable, responsible, and dependable, and fulfilling obligations.
- Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Persistence in the face of obstacles.
- Creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- Being open to change (positive or negative) and to considerable variety in the workplace.
- Preferring to work with others rather than alone, and being personally connected with others on the job.