

# **Executive Director**

## **Family Promise of Anoka County**

**Accountable to:** Family Promise of Anoka County Board of Directors

**Classification:** Exempt

**Updated:** 3/19/2010

**Primary Objectives of Position:** The Executive Director is responsible to the Board of Directors for the administration and management of the organization and to ensure that the goals, policies and procedures are carried out. The Executive Director has the primary responsibility for staff supervision and training, public relations, fiscal development, and community collaborations.

**Major Responsibilities of the Position:**

- Develop long-term fund-raising and funding goals.
- Secure funding for the program
- Work directly with the board Treasurer on the development of the budget and the financial management of the organization including tax returns and other financial reports
- Attend board meetings
- Authorize and execute all contracts with vendors and consultants subject to Board approval
- Participate in the development and enforcement of all Family Promise of Anoka County programs and policies
- Represent the agency and coordinate goals, priorities, programs, and services with the community at large
- Provide leadership to ensure on-going community partnerships with churches, schools and other community resources
- Provide research and coordination for all board committees and projects
- Schedule volunteers for the day center
- Schedule host facilities
- Train and provide support for each host facility and partner organization
- Oversee the scheduling of the transportation and the vehicle repairs
- Supervise agency staff and volunteers, including hiring of staff and volunteers and conducting performance evaluations
- Complete intake on all guests, including background checks
- Fill in for case manager as needed
- Assist case manager develop achievable goals for each guest
- Conduct quarterly meetings with host group coordinators and others as appropriate
- Provide strategic input to communication planning and oversight to the Family Promise of Anoka County web site
- Facilitate relationships between staff and volunteers/board members
- Work with the Board of Directors to expand Family Promise of Anoka County

**Experience Desired:**

- Advanced degree in related field. Master degree desired.
- Minimum of three to five (3-5) years experience working in non-profit agency
- Successful experience writing grants that fund organizations and/or programs
- Ability and experience giving presentations to community groups and funders
- Strong working knowledge of state and local community resources
- Experience working with a board of directors and diverse cultures
- Understanding of non-profits purpose and legal requirements

**To Apply:**

Please send a cover letter and resume to:  
Family Promise of Anoka County  
P.O. Box 48601  
Coon Rapids MN 55448  
Attn: Rhonda

**Additional Information can be found at**

[www.familypromiseofanokacounty.org](http://www.familypromiseofanokacounty.org)