

RIVERSIDE COMMUNITY HEALTH FOUNDATION

Position Description

Position Title: Director of Community Settlement Association

Reports To: Vice President of Operations/Chief Operating Officer

FLSA Status: Full-Time, Exempt

Position Summary: The Director is responsible for overseeing management of the Community Settlement Association and all other aspects of agency operations, including planning; resource development; staff and volunteer management and development; job performance evaluation; policy and procedures development; and serve as liaison with the Board of Directors, community agencies, and funding sources. The Director is responsible for developing, executing and evaluating strategic and tactical plans aligned with the organization's goals and objectives.

Essential Position Functions and Responsibilities:

1. Works in conjunction with COO to plan, direct, and oversee program staff, policies, guidelines, initiatives, and goals
2. Leads, develops, and implements a comprehensive strategic plan to include a robust development strategy to produce growth in revenue for both CSA locations
3. Responsible for maintaining an integrated system of practical performance goals, measures and milestones – all of which are aligned with and clearly linked to mission and strategy
4. Raise revenue through grant writing, fundraising and securing charitable contributions
5. Demonstrates leadership and employs effective management techniques in the supervision, management and leadership of staff to appropriately develop and engage staff to achieve organizational objectives
6. Personally forges, manages and develops partnerships with key organizations to maximize the CSA's visibility, impact and financial resources
7. Regularly evaluates and reports on program progress and ensures the integrity and adheres to established policies and procedures
8. Planning and managing of annual budget, submitting bi-monthly, quarterly and year-end reports to the Board of CSA
9. Oversee organization Board and committee meetings
10. Will be responsible for maintaining inside and outside of physical facilities, determining maintenance needs

Minimum Qualifications:

Education: Bachelor's degree from a regionally accredited institution in Business Management or related field of study. Master's degree preferred.

Experience: Minimum five years of progressive management experience, preferably in a social service agency or non-profit sector.

Knowledge & Skills:

- Familiarity with nonprofit operations and regulations including staff management
- Ability to communicate effectively both internally and externally and manage stakeholder/funder relationships with a focus on business improvement
- Ability to credibly establish and execute a strategic plan across functional areas and disciplines in a complex and highly dynamic environment, effectively translating strategies to measurable goals and plans
- Proven ability to think strategically, analyze market data, identify key trends and have participated in the strategy development and execution of initiatives to achieve fundraising and operational goals
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Proficiency in operations of various office equipment and computer software programs Windows XP, Microsoft Outlook, Microsoft Word, and Microsoft Excel.
- Knowledge of fundraising strategies and donor relations unique to non-profit sector
- Ability to recognize change and manage a growing organization

President/CEO

Date

I have carefully read and understand this job description. In addition, I can state for the record that I am able to perform all job requirements/functions as listed.

Executive Director

Date

Created/December 2018