



Executive Director Job Description

POSITION SUMMARY:

The executive director is responsible for the overall administration and management of Neuro Challenge Foundation for Parkinson's, Inc., including fundraising, programs, and business operations. Areas of responsibility include fundraising, operational management and administration, fiscal management, personnel management, and public relations. This position is hired by and directly accountable to the board of directors through its elected board chair.

RESPONSIBILITIES:

1. MANAGEMENT AND ADMINISTRATION

1. Develop and facilitate an active fundraising and planning process.
2. Develop and administer policies and procedures for ongoing operations of the organization..
3. Oversee all programs, services and activities to ensure that program objectives are met.
4. Ensure compliance with funding sources and regulatory requirements.
5. Provide information for evaluation of the organization's activities.

2. FISCAL

1. Develop, recommend, and monitor operational and other budgets.
2. Approve expenditures.
3. Provide for proper fiscal record-keeping and reporting.
4. Submit monthly financial statements to the board of directors.
5. Prepare and submit grant applications and funding proposals as appropriate.

3. PERSONNEL

1. Recommend personnel policies to the board for development.
2. Administer board-approved personnel policies.
3. Ensure proper (legal) hiring and termination procedures.
4. Oversee any and all disciplinary actions.
5. Conduct annual evaluation of all staff and provide for appropriate developmental action plans.
6. Provide supervision and staff development activities for staff to ensure program objectives are being met.

4. BOARD RELATIONS

1. In alignment with the Board of Directors, develop organizational goals and objectives consistent with the mission and vision of Neuro Challenge Foundation for Parkinson's, Inc.
2. Assist the board in the development of strategic plans, annual plans and fundraising plans.
3. Initiate and assist in developing policy recommendations and in setting priorities
4. Assist the board chair in planning the agenda and materials for board meetings.
5. Facilitate the orientation of new board members

Qualifications and Skills required:

Competencies

- o Self motivated, persistent and independent
- o Inspires and motivates others
- o Displays and has examples of high integrity and honesty
- o Analyzes issues and solves problems
- o Can demonstrate ability to communicate powerfully and effectively
- o Collaborates and promotes teamwork and respect of team members
- o Demonstrates ability to connect the mission to the community at large

Knowledge/expertise

- o Fundraising experience in direct mail, annual appeals, face to face development, and grant writing
- o Nonprofit financial acumen; develop and monitor nonprofit budgets and finances
- o Exceptional organizational skills
- o Intermediate experience with Microsoft Office products: Excel, Word, Outlook
- o Experience with public relations and marketing campaigns

Personality Traits

- o High level of integrity
- o Adaptable/Agile
- o Perseverant/Patient
- o Interpersonal sensitivity
- o Passionate about the mission

Required

- o Minimum of 5 years of leadership experience
- o Masters degree preferred in related field, business, nonprofit management, healthcare
- o Knowledge of Parkinson's or movement disorders