



Position Description

Job Title: Executive Director

Reports To: Board of Directors

Developed/Updated: July 2022

Job Summary:

Essential Job Function:

- Guide and ensure the success of the organization's current program expansion, linking all decisions to our current strategic plan while looking for further opportunities to increase the reach of Hope House services, both existing and yet to be developed.
- Overall management of administration, planning, development, and fundraising, with delegation, as appropriate, to other direct-report staff.
- Coordinate and monitor all programs to ensure effective delivery of high quality, effective services that are congruent with the mission and vision statements of Hope House.
- Work with the Board of Directors to ensure financial stability, specifically in the areas of budgeting and fundraising.
- Implementation of current programs and new initiatives for strategic planning, development, marketing, licensing, fee setting, systems development, design, and contract management.
- Maintain awareness of federal and state regulatory requirements as they pertain to operation and funding of services delivered by Hope House.

Qualifications:

- Bachelor's degree with 3-5 years' experience working with vulnerable adults
- Demonstrated management, supervisory, and advocacy skills
- Demonstrated ability to be self-driven and effective in highly structured, regulated and varied environments
- Ability to build coalitions within and outside the organization
- Demonstrated ability to use good judgment in a variety of challenging situations, some that may become life threatening
- Knowledge of, and experience in working with Minnesota Department of Human Services Home and Community Based Services disability waivers (Community Access for Disability Inclusion (CADI), Developmental Disabilities (DD), Community Alternative Care (CAC), Brain Injury (BI), Minnesota Supplemental Assistance, Managed Care, Private Insurance, and/or HMO's

- Demonstrated success in grant writing, contract applications, and reporting procedures
- Sufficient financial acumen to monitor and assure the financial wellbeing of the organization
- Demonstrated ability to network in business and local communities
- Sufficient leadership qualities and interpersonal skills to develop a strong, mutually supportive team which can effect change and innovation in programs
- Ability to develop and manage a comprehensive client data system that is accurate and confidential
- Ability to develop program goals congruent with the strategic direction of the organization and integrate them into a functional operating plan
- Demonstrated ability to communicate effectively and professionally with others
- Ability to manage during times of crisis. Set appropriate priorities to ensure the confidentiality, safety and continuance of Hope House
- Ability to display confidence, tact, diplomacy, and discretion in working with the Board of Directors , staff, volunteers, residents, and the general public
- Demonstrated knowledge of patient care and the ability to evaluate the competency of care provided to residents, including conformity to all governmental requirements for resident/client care and reporting.
- General knowledge of HR related employment requirements
- Must pass the following screening: Minnesota DHS Background Study

Specific Job Duties:

Fundraising

- Community Support: Develop and maintain relationships with community agencies and key community players that support the mission of Hope House.
- Corporate Gift Giving: In collaboration with the Board of Directors , identify sources of business/corporate charitable giving and meet with decision makers to educate them about Hope House and the value inherent in their potential gift.
- Grant Writing: identifying grant sources, research & writing grant proposals, coordinating grant application process, maintaining records and completing grant reports on a timely basis.
- Resident Reimbursement: Meet with government agencies, insurance carriers, or responsible parties needed, monitor resident reimbursement by setting up appropriate systems.
- Special Events: Coordinate with the Fund Development Committee of the Board to provide oversight of successful development activities and staging of special fundraising events that are delegated to the Fund Development Director.
- Other: Direct and work with the Fund Development Director to continuously identify other sources of funding to ensure a diversified funding portfolio.

Board Liaison

- Annually assist in the development of the operating budget.
- Provide administrative policy recommendations to the Board of Directors.
- Keep the Board of Directors informed of current trends and practices, legislation and regulations related to grant writing, finance, Adult Foster Care programs, HIV/AIDS related issues, aging-in-place initiatives, and any other issues related to the operation of Hope House.
- Implement strategic objectives identified by the Board.

Financial:

- Establish and oversee the financial systems
- Maintain policies and procedures for billing, collections, and management of expenses that ensure fiscal responsibility and safeguarding of assets
- Manage the operating budget by monitoring and maintaining accounts, paying bills, depositing receipts, and reconciling the budget quarterly
- Collaborate with Board of Directors to ensure appropriate separation of duties.
- Provide assistance to auditors and/or CPA's as required
- Coordinate the end-of-year IRS and state financial reports and ensure timely filing

Staff Management:

- Responsible for hiring and managing all senior/director level positions (including the Directors of Fund Development and Special Events, Programs and Services, Marketing and Community Relations, and the Community-Based Program Manager) as well as the Administrative Assistant to ensure the successful implementation of all program objectives, the accurate completion of administrative tasks, and a safe, competent level of care for Hope House clients
- Development of position descriptions, recruitment, orientation, training, and overall performance management for all direct-report positions as well as support of the Director of Programs and Services, to whom all direct care staff report
- Creating an environment with high standards of professional conduct and leading by example

Hope House Representative

- Represent Hope House in a professional manner while building networks/coalitions and maintaining relationships with local, county, and state government; area neighbors and community, AIDS service agencies, housing providers, adult foster care providers, aging services, agencies providing at-home care, and other organizations with interests similar to Hope House.

I have read and understand all elements of the Executive Director position description and will perform these duties to the best of my ability. A copy of this position description has been provided to me. I understand that this position description is subject to change and that no contract of employment has been created.

Employee Signature

Date

Board of Directors Signature

Date



**Executive Director
Salary and Employment Parameters
July 2022**

Salary Range:

- Full Time - \$85,000-\$105,000/year (\$7,083 - \$8,750/month)

Employment Type:

- At-Will Employee – Exempt/Salaried

Additional Compensation/Benefits:

- Reimbursement of reasonable expenses, as budgeted. Non-commuting, business miles reimbursed at current IRS rate.
- PTO equivalent to one week per three months of service, available after one month of service. PTO used in excess of accrual will be deducted from final pay. Unused PTO at time of termination will be paid out in full. A maximum of 40 hours of PTO may be carried over from one calendar year to the next.
- Additional benefits include health, dental, and life insurance, healthcare savings account, and 401k plan.

Work Location:

- Remote work allowed, provided that at least 25 hours per week is spent either on site at Hope House or in meetings off site.

Discontinuation of Employment:

- While this is an employment-at-will position, it is the expectation that the employment relationship may be dissolved by either party, with or without cause, with 20 days' notice.