

Countryside Hospice Support & Memory Center, Inc.

Job Description: Executive Director

Job summary: Responsible for overall management of Countryside's four (4) cost centers: Main office (including Pennies-4-Robert Program), Memory Center, Thrift Store and St Benedict's Guest House. The Director will interact regularly with office and store staff, volunteers, vendors, patients, and the public.

Maintains confidentiality of all Countryside activities including, Thrift Store activities, staff issues, financial information, volunteer, patient/family information

Reports to: Position is governed by a 12 person Board of Directors.

Status: Full-time

Benefits: See Employee Manual (Same for all full-time employees)

Desired expertise: Interpersonal and organizational skills are a must. Financial/budget development, volunteer management, fund raising experience, community outreach development, marketing, public speaking experience desired.

Responsibilities

1. Daily oversight of Countryside Office, Thrift Store, Memory Center and St Benedict's Guest House
2. Monthly Financial/Board Reports - maintains regular contact with board President
3. Annual Budget Development
4. Marketing/Advertising
5. Public Speaking
6. Fundraising Events
7. Coordinate with Memory Center Staff for Community Education/Seminars
8. Human Resource Management: all aspects including payroll, hiring, termination, and reviews
9. Strategic Planning
10. Oversee Tax Return (Form 990) Insurance and non-Profit Standing
11. Landlord for AMR Building
12. Monthly newsletter content in conjunction with Office Manager

Program specific duties

Main Office

1. Signs checks as needed for accounts payable and Pennies-For-Robert distribution
2. Opens daily mail, scans incoming donations, reviews thank you notes and does final deposit per policy
3. Reviews/Approves Reimbursement Requests
4. Reviews/Approves accounts payable
5. Banking/Credit Card Point of Contact
6. Retirement Fund Point of Contact
7. Reviews and executes leases, contracts, tax forms.
8. Processes Payroll
9. Maintains safe work environment for volunteers/staff/customers/donors
10. Acts as Landlord for AMR (Tenant in building behind Store)
11. Facilitates volunteer potlucks/appreciation luncheon
12. Conducts monthly meeting with office and thrift store staff
13. Inputs Monthly Sales Data in Excel Spreadsheet or designates same

14. Creates Agenda, Financial Package and program report for monthly board meeting
15. Maintains prudent expenditures for all cost centers

Thrift Store

1. Maintains safe work environment for volunteers/staff/customers/donors
2. May process daily store deposit
3. May open or close store
4. Works closely with store managers and supervisors on issues and ideas
5. Conducts monthly Manager and Staff meeting at store
6. Recruitment and recognition of volunteer staff
7. Approvals all repairs, improvements and expenses

Memory Center

1. Understands Memory Center Screening Process
2. Participates in clinic process i.e. chart review and review of physician reports to maintain knowledge of process and assist with final reports sent to consulting physician.
3. Works with Memory Team for program and educational development
4. Ensures staff receive a continuing education (in-person seminars, on-line courses, etc.)
5. Ensures professional staff have current professional license, driving license/car insurance and malpractice insurance
6. Ensures staff have all equipment, supplies needed.

Fund Raising

1. Implementation, participation and evaluation of fund raising events
2. Promotes events through newsletter and public speaking
3. Participates in event review and evaluation

Avera@Home Hospice

1. Maintains working relationship with Avera@ Home Hospice director and staff
2. Promotes program through newsletter and public speaking
3. Processes donations received specified for program
4. Sends personal letter with monthly stipend
5. Arranges Avera Hospice participation in board meetings periodically, keeps board updated on information received from program.

St Benedict's Guest House

1. In conjunction with the house manager is responsible for development of policies and procedures and day to day operation of the guest house quarters.
2. Responsible for meeting lease requirements, budgeting, approval of purchases, repairs, renovations.
3. Promotes guest house via newsletter, public speaking, website etc.
4. Maintains communication with Avera / Helmsley staff to make best use of space and facilitate easy patient/family referral

Countryside Hospice Support & Memory Center, Inc.– 415 S. Crow – Pierre SD – 605 945 0827
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