



Position Title: Executive Director

Immediate Supervisor: Thriving Together TN, Inc. Board of Directors

Department/Program: Executive

Work Location: Murfreesboro office

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as may be required by their supervisor.

Qualifications: Master's degree in a human services-related field or five years related experience and/or training; or equivalent combination of education and experience required. Understanding of child development, family relations, and impact of abuse and neglect, as well as education and experience relevant to finding and implementing promising, evidence-based programs and practices to address these social determinants of health. Experience working within a community to gain relationships and resources to benefit those served by the agency's programs is also preferred. Excellent professional work ethic, integrity, communication, writing, planning, and interpersonal skills are essential for success in this role. Must have the ability to create, submit, and maintain complex reporting to funders, as well as all business records on behalf of the organization.

Summary of Primary Job Functions

This position is responsible for establishing and executing major goals and objectives for the organization; implementing policies established by the board of directors; providing leadership, direction, and guidance of the organization's activities; analyzing and evaluating the effectiveness of all organization operations in collaboration with the board; developing and maintaining organizational structure and effective personnel; coordinating major activities through subordinates and evaluating assigned personnel; representing the organization to regulatory bodies, other agencies, community and civic organizations, donors, funders and supporters, and the general public; and providing direct services through programs, as needed in the capacity of a program director, in the absence of the program director.

Exemplary Duties/Responsibilities:

General

- Acts as the spokesperson for organization
- Attends board meetings and executes board-approved policies
- Implements short and long-term strategic plans
- Maintains competent and effective administrative and program staff; provides clinical oversight where appropriate
- Provides leadership to organization personnel through effective objective setting, delegation, and communication
- Coordinates and directs employees; formulates and implements corrective action as needed

Administration

- Ensures administrative staff remains current to organization business and Board directives/approvals that affect their functions and areas of responsibility
- Works with the Board of Directors on governance policy issues by providing support and by initiating approved recommendations or actions
- Ensures compliance with minimum standards in accordance with all government legislation, regulations, and guidelines pertinent to the organization's role as an employer and non-profit agency
- Recommends to the Board changes to policies and procedures that would improve the organization
- Oversees Human Resources, talent development, and a thriving company culture.
- Maintains an effective and cost-efficient office environment
- Determines staff training and/or equipment needs of employees, taking into account annual budget allocations
- Submits all information, reports, and records as requested or required by law, to appropriate government officials or the Board of Directors
- Develops and implements operational plans, policies, and goals that further strategic objectives
- Manages program evaluation in collaboration with the Program Director, and with other staff as needed.

Financial

- Maintains full awareness of the complete financial, statistical, and accounting records of the organization
- Ensures that operating results established in the annual budget are achieved; controls operating expenses within budget
- Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting
- Ensures the preparation of the annual budget for board approval
- Oversees grant-writing and all aspects of fundraising
- Facilitates any audits and applicable tax returns with partnered CPA/audit firms.

Other specific duties related to the responsibilities above include:**Grant Writing, Fundraising, and Community Relations**

- Lead the organization's fundraising efforts, including donor discovery, qualification, cultivation, solicitation, and stewardship to build and maintain a strong donor pipeline.
- Oversee grant writing, research, submission, tracking, and required reporting, including coordination with contracted grant consultants.
- In partnership with the Board Fundraising Committee, direct fundraising events and campaigns to support revenue and visibility goals.
- Maintain active donor and community relationships by attending relevant meetings and representing the organization with prospective funders and partners.
- Ensure the website and social media remain current and aligned with fundraising and community engagement needs.
- Develop and manage a consistent process for donor acknowledgment and stewardship of monetary and in-kind gifts.

Financial Management

- Maintain/oversee bank accounts, including making deposits and disbursements (bills).
- Prepare an annual budget and track monthly.
- Review monthly timesheets for hourly employees; prepare payroll and checks.
- Bill for reimbursement of grant funds.
- Prepare financial data for the bookkeeper and review all financial data monthly.
*part-time bookkeeper does QuickBooks work, and runs needed reports

Programs and Facility Management

- Oversee all program staff and their adherence to program and grant requirements.
- Provide high-level oversight of all clients and families being served.
- Provide court testimony, as required.
- Ensure that the facility equipment maintenance/repair, and yard are maintained.

Board Relations

- Serve as primary liaison with the Board of Directors.
- In consultation with the Board of Directors, drive strategic planning and agency development.
- Develop and implement policies and procedures.