

West End Family Link Center
Job Description
EXECUTIVE DIRECTOR

PURPOSE

The Executive Director is responsible for overseeing the day-to-day operations of the agency, ensuring that agency staff, resources, and processes are effectively managed, and implementing the organization's long-term strategy and vision in alignment with its mission.

QUALIFICATIONS

1. Must be at least 18 years of age.
2. High School Diploma required. Bachelor's Degree or equivalent experience in human services or business management is preferred.
3. Must pass a criminal background and credit check.
4. Must have a valid Colorado Driver's license in good standard with our agency's insurance company.
5. Professional management-level experience is preferred.
6. Excellent oral and interpersonal communication skills for community engagement.
7. Strong proficiency in computer skills necessary for documentation and communication.
8. Strong organizational skills and ability to work independently.

ESSENTIAL JOB FUNCTIONS AND DUTIES:

1. Serve as primary liaison with the Family Resource Center Agency (FRCA). Ensure that all FRCA licensing standards are maintained.
2. Work closely with the board of directors, providing them with the information they need to make informed decisions, and implementing their directives. Provide monthly report at board meetings.
3. Work closely with the grant writer to implement grant goals and maintain tracking of data. Assist grant writer with ideas for the acquisition of new grants.
4. Work closely with the agency Chief Financial Officer to enact budget and help ensure fiduciary goals are maintained.
5. Spearhead fundraising efforts, developing relationships with donors and sponsors, and identifying new revenue sources.
6. Supervision of the agency Family Program Developer and the Food Pantry Manager.
7. Meet regularly with all staff to discuss progress of programs and to brainstorm new ideas for programs.
8. Act as the primary spokesperson for the organization, engaging with the community businesses, and enhancing the organization's public image and advocacy efforts.
9. Willing to travel out-of-town for occasional grant trainings and other philanthropic ventures.

