

**TITLE:** Executive Director

**REPORTS TO:** Slater Family Network Governing Board

**JOB SUMMARY:** The Executive Director of the Slater Family Network is responsible for the management and coordination of resources; the facilitation of referrals and the development of programs aimed at supporting families in the Bangor Area School District. The position involves strategic planning, budgeting, program development and community engagement. The Executive Director shall also act as the primary liaison to the Governing Board.

**-PRIMARY DUTIES AND RESPONSIBILITIES:**

**As relates to Governing Board:**

- Responsible to guide the Board to support the mission and vision of the organization
- Communicates effectively with the board
- Provides information to the Board in a timely and accurate manner necessary for the Board to function and make informed decisions

**As relates to Finances:**

- Responsible for fiscal integrity
- Prepares and submits yearly proposed budget in collaboration with the Financial Secretary.
- Provides fiscal management adhering to budget

**As relates to the Mission/Vision:**

- Works with Governing Board and staff to fulfill the organization's mission through programs, strategic plan and community outreach
- Responsible for enhancing the SFN's image by being active and visible in the community

**As relates to the Organization:**

- Responsible for the hiring, evaluation and retention of competent, qualified staff
- Responsible for the recruitment and oversight of competent volunteers
- Responsible for the submission of all contracts, agreements, and grants made and entered into on behalf of SFN
- Responsible for the submission of all required reports and program evaluations
- Serves as primary spokesperson for Slater Family Network
- Establishes and maintains relationships with various organizations to strategically enhance SFN's mission/vision

**QUALIFICATIONS:**

- Post secondary education and/or equivalent proficiency in non-profit management
- Clearances: PA Police, PA Child Abuse and CHRI-Act 114 Fingerprint Clearance
- Transparent and high integrity leadership
- Fundamental understanding of the mission, vision and values of SFN
- Budget preparation and management skills
- Knowledge of Bangor Area and surrounding area resources
- Knowledge and skills necessary for community building
- Program development skills

- Strong written and oral communication skills
- Strong public speaking skills
- Skills to collaborate and motivate board members, staff and volunteers
- Knowledge of fundraising and donor relations in the non-profit sector
- Ability to work independently and to interact well with people
- Strong computer skills
- Hold a valid Driver's License, insurance and reliable vehicle
- Able to perform other duties as assigned by Governing Board

**WORK ENVIRONMENT:** Works approximately 35 hours per week. Summer hours are more flexible and may be reduced. Is responsible for managing projects which could take place during the evening and weekend hours.

**EVALUATION:** Performance on the job will be evaluated annually in accordance with the Board's Policy.

Updated 8/2025