



**JOB TITLE:** EXECUTIVE DIRECTOR

**REPORTS TO:** BOARD OF DIRECTORS

**JOB POSTING:** JULY 21, 2022 UNTIL FINAL CANDIDATE IS SELECTED

**JOB SUMMARY**

This is the principal administrative and program oversight position within Arch Street Center. The Executive Director is responsible for maintaining functions promoting the growth of the Center by adhering to the Mission and Vision and carrying out the strategic plan adopted by the Board of Directors. The Executive Director will oversee the development, implementation, and evaluation of all programs in accordance with their stated purposes and within the policies and procedure formulated by the Board of Directors. The Executive Director is responsible for the overall leadership, management, and coordination of the day-to-day operations of Arch Street Center. The Executive Director represents Arch Street Center to the community at large and participates in collaborative efforts to promote mental health recovery. All responsibilities must be performed with the highest level of integrity and professionalism to ensure maximum benefits to the Members and to the Lancaster community.

**PRIMARY RESPONSIBILITIES**

**PERSONNEL ADMINISTRATION**

1. Hire, supervise, evaluate, promote, and release all staff
2. Establish policies, procedures, and direction for effective management of human resources
3. Manage all aspects of employee relations, seeking legal counsel as needed
4. Identify professional development needs and develop guidelines for staff training
5. Establish and direct an annual employee performance appraisal process, including periodic review of employee compensation
6. Establish and ensure effective recruitment and orientation processes for new employees
7. Maintain and update the employee handbook
8. Promote cross-program collaboration and strengthen internal communications with staff throughout the organization, creating a positive team environment that results in innovation, professionalism, and high-quality outcomes

**PROGRAM DEVELOPMENT AND FUNDRAISING**

1. Develop, execute, and oversee Arch Street Center's overall fundraising strategies, including grant writing
2. Execute comprehensive marketing, branding, and fund development strategies that will enhance organizational visibility and increase revenue from individual and major donors, government agencies, and corporations/foundations

**FINANCIAL MANAGEMENT/BUSINESS OPERATION**

1. Develop the annual budget in collaboration with the BOD

***Mission Statement:***

***Arch Street Center exists to support the recovery of adults with serious mental illness.***

2. Oversee the accurate implementation, monitoring, and reporting of organizational expenses and revenues in accordance with established budget
3. Ensure compliance with contract requirements and lead organizational processes for receiving an annual audit and filing of all necessary federal/state/local tax returns
4. Anticipates deadlines to maintain insurance coverage, budgets, government permits, and all administrative tasks by the center

#### **STRATEGIC PLANNING**

1. Develop and implement strategies aiming to promote the organization's mission and "voice"
2. Create complete business plans for the attainment of goals and objectives set by the board of directors
3. Act as the public speaker and public relations representative of the company in ways that strengthen its profile
4. In collaboration with the Director of Operations, oversee, develop, and evaluate all center programs to ensure they meet the needs of the members
5. Maintain a safe and stigma-free environment
6. Maintain significant knowledge of mental health, recovery, as well as the broader issues of public health and public policy, and the interrelationships of human services
7. Cultivate a strong working relationship with the BOD and ensure open, clear communication at all times. Develop and counsel the board through seeking their involvement in key strategic matters and organizational decision making
8. Serve as ex-officio member of board of director's meetings
9. Enhances community awareness of the center through speaking engagements, facility tours, and coordination of other public relations activities

#### **SKILLS**

1. Ability to work effectively with adults with serious mental illness
2. Strong leadership skills and commitment to community collaboration
3. Strong oral and written communication skills
4. Creative program development skills
5. Knowledge of community resources
6. Knowledge of mental health trends and issues

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education & Skills:**

Master's in human services preferred or Bachelors plus 5 years' experience in the Human Service field, with 3 to 5 years of executive / management experience. Must have demonstrated ability to deliver meaningful outcomes and to lead and motivate a team. A track record of financial, programmatic, personnel, and fund development outcomes is required.

**Qualities:** A visionary, strategic leader with a commitment to building lasting, positive relationships within the organization and the wider community; respectful and appreciative of diverse cultures,

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backgrounds, and viewpoints; energetic and positive leadership style that can engage both staff and members.

**Work Environment and Physical Demands:** The employee is frequently required to stand, walk, sit and reach with hands and arms. Must be able to move about the office to access equipment, and operate a telephone, mouse, and keyboard. The employee must be able to occasionally lift and/or move up to 25 pounds.

*\*Equal Opportunity Employer\**

**Employee** \_\_\_\_\_

**Date** \_\_\_\_\_

**Board Chair** \_\_\_\_\_

**Date** \_\_\_\_\_

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