



## ***JOB DESCRIPTION***

### ***Executive Director***

#### **Summary:**

Reporting to the Board of Directors, the Executive Director is the principal administrator of EPIC and, as such, is responsible for advancing EPIC's mission. The Executive Director is accountable for implementing quality programs and services, maintaining excellent relationships with internal and external stakeholders, ensuring EPIC's financial health, and managing staff and the overall affairs of the corporation.

#### **Position Responsibilities:**

- Oversee the development and delivery of high quality mission-appropriate programs and services that are responsive to child, family, and community needs and meet or exceed appropriate standards and objectives. Conduct periodic evaluations of these programs and services and implement adjustments and improvements appropriately.
- Ensure that EPIC's mission is delivered by highly qualified, motivated, and caring individuals. Perform effective personnel management functions including hiring, firing, training, supervising, promoting, and evaluating agency staff.
- Build fund-raising and friend-raising capabilities to ensure the long-term financial health and stability of the organization. Ensure a robust financial foundation for EPIC by maintaining an awareness of all potential funding sources and securing appropriate financing in support of all programs, services, and operations. Together with the CFO, prepare and present the annual operating budget for approval by the Finance Committee and the Board of Directors.
- Ensure that the organization's marketing and communications efforts promote EPIC as the recognized leader in parenting and family engagement.
- Ensure that EPIC's technology capabilities are responsive to the changing needs of the organization and its customers.

- Assist the Board of Directors in periodically revising the rolling strategic plan by tracking evolving community needs and providing the perspective of EPIC's staff. Ensure the approved strategic plan is implemented effectively and efficiently.
- Establish and maintain excellent working relationships with community groups, educational bodies, government agencies, private funders, and other appropriate organizations. Advance EPIC's influence and reputation through involvement with and leadership on boards, coalitions, and committees of other related organizations.
- Facilitate effective two-way communication flow between board and staff.
- Recommend new and revised EPIC policies and procedures to the board and, upon approval, ensure that the agency is in consistent compliance with same. Assure agency compliance with all relevant governmental guidelines and private funding requirements.
- Perform other duties as required by the Board of Directors.

### **Qualifications:**

- Bachelor's Degree required, Advanced Degree preferred
- 5-7 years experience in leadership positions with demonstrated results, 10 years preferred
- Demonstrated ability to lead, develop, and motivate employees
- Demonstrated ability to build and maintain excellent working relationships with internal and external stakeholders
- Demonstrated track record in administrative and operational excellence
- Financial acumen including not-for-profit budgeting
- Excellent communications skills
- Program development and delivery experience (Parenting/Family Engagement preferred)
- Strategic planning experience
- Grant-writing experience
- Fund-raising experience
- Experience in a not-for-profit environment preferred