



Department of Administration

Human Resources Division



EXECUTIVE DIRECTOR

Family Advocacy Center & Education Services

HIRING WAGE: \$50,000 - \$65,000/yr DOE

STATUS: Full-time with benefits

CLOSING DATE: Open until filled – first review of applications will be April 4, 2014

APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY

Responsible for the overall management and operation of the Ada County Family Advocacy Center & Education Services (FACES) Justice Center. The position requires leadership of FACES staff, multidisciplinary members of FACES and the Board of Directors regarding all programmatic issues and their development and implementation. Represents FACES in the community and region by participating on various task forces, conducting public speaking engagements, meeting with community leadership, and/or other public relations as requested; accountable for grant writing, grant administration, and fundraising.

DISTINGUISHING FEATURES OF THE CLASS

The Executive Director will be an employee of FACES and will receive the usual and customary benefits of Ada County employees. The Executive Director will be accountable to the Board of Directors for performance of the position responsibilities and continued employment will be at the discretion of the Board of Directors.

ESSENTIAL FUNCTIONS

- Works with the Board President and Board of Directors to develop and implement a strategic plan and operational elements of the plan;
- Serves as a liaison for the Board of Directors and various multi-disciplinary teams;
- Develops, administers, and maintains a fiscal development campaign to include the identification of funding sources, grants, and fundraising initiatives in conjunction with the Board of Directors;
- Supervises one Client Services Coordinator;
- Plans and facilitates events, including trainings, workshops, forums, seminars and meetings; and support Board meetings;
- Supervises personnel, assigns work, reviews and evaluates performance, counsels assigned personnel regarding programs, policies and procedures, resolves complaints, takes disciplinary action, interviews and hires personnel, tracks time and coordinates vacation schedules;
- Modifies the orientation program for new staff, volunteers and Board members as needed and oversees the orientation program;
- Ensures that the services offered by FACES are consistent with the strategic plan set by the Board of Directors and assures that services are provided in an effective manner and in compliance with funding source regulations;
- Evaluates new or ongoing program services to ensure that the FACES' mission is accomplished;
- Reviews and modifies quality assurance standards and case monitoring methods to evaluate service outcomes, while maintaining the confidentiality of client information;
- Responsible for short and long range planning;
- Oversees FACES policy and procedure development, modification, implementation, and compliance;
- Responsible for compliance with any routine billing, collection, and payment of accounts;
- Prepares financial, program, grant, facility, annual, and other reports as requested by the Board of Directors and/or as required for non-profit organization requirements;
- Ensures that regular audits are conducted by an outside auditing agency;
- Establishes and maintains close working relationships with cooperating agencies to avoid duplication of services and to implement strategies to address unmet needs;
- Fosters supporting relationships with community businesses, organizations, agencies and private donors;
- Represents the FACES mission, goals and programs through public presentations;
- Promotes community networking;
- Facilitates FACES sponsored and collaborative child abuse, sexual assault and domestic violence prevention programs;

- Acts as a FACES spokesperson in all facets of community liaison and media activities; and
- Establishes and maintains professional liaisons with the leadership of cities and counties utilizing and supporting FACES services.

ADDITIONAL FUNCTIONS

- Performs related functions as assigned.

JOB REQUIREMENTS

- Bachelor's degree in Business Management, Public Administration, Social Sciences, Communications or a related field and (3) years experience;
- Master's degree preferred;
- Experience in the following areas preferred: public speaking, writing, grant writing, grant administration, fundraising, public relations, mediation of conflict, and volunteer management;
- Ability to plan and facilitate events, including trainings, workshops, forums, seminars and meetings; and support Board meetings;
- Ability to bring a diverse group of individuals together for a common goal;
- Ability to effectively involve and inform the governing Board of Directors, Board President, and Board of County Commissioners;
- Knowledge of the role of local governments; and the goals and objectives of child abuse, sexual assault and domestic violence victim support organizations;
- Knowledge of good governance practices of 501(c)3 non-profit organizations;
- Knowledge of the strategies used in advertising, marketing and promotional activities;
- Knowledge of the principles and practices of administrative management;
- Knowledge of program management and administration;
- Knowledge of fiscal and fundraising practices in a public sector environment;
- Knowledge of effective program supervision and motivation;
- Knowledge of supervision principles, concepts, and techniques;
- Skill in strategic planning and the development of short and long-term organizational strategies;
- Skill in leadership, team management, and group communications;
- Ability to use public relations strategies and communication tools;
- Ability to analyze statistical and financial data;
- Ability to communicate effectively verbally and in writing and exercise tact and discretion;
- Ability to mediate disputes, de-escalate issues and affect change;
- Ability to maintain confidentiality of sensitive issues and records;
- Ability to effectively lead and manage others;
- Ability to work effectively with elected officials, department directors, and community partner agency officials;
- Ability to supervise and motivate employees.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- May be required to lift up to 20 lbs.;
- Requires sufficient personal mobility and physical reflexes, to permit the employee to function in a general office environment and accomplish tasks.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

NOTE

Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.

** If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

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www.adaweb.net