

THE OPPORTUNITY CENTER, INC.

JOB DESCRIPTION

Position Title: Executive Director

Qualifications: The executive director must be a motivated, passionate individual who possesses strong organizational skills, knowledge in all aspects of program services, extensive fiscal management, skills in corporate strategic planning and experience in fundraising/development. A Bachelor's Degree in Human Services or a related field with at least (5) years of upper-management and experience with special populations is required. A Master's Degree is preferred. Must pass law enforcement background screening and complete CPR/First Aid certification within prescribed time period.

Title of Immediate Supervisor: Board of Directors

Essential Job Duties: Performs oversight to all operations including program services, fiscal, human resources, community relations and plant facilities. Works closely with the Board of Directors and management staff to ensure smooth operations. Ensures fiscal stability of the organization.

Physical Requirements of the Job: Must be physically able to operate a variety of machines and equipment including a computer, telephone, calculator, etc. Must be able to exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Work involves sitting much of the time, but may involve walking or standing for periods of time, stooping, kneeling, crouching, crawling, pushing, pulling and lifting/carrying weights of up to fifty pounds.

Specialized Skills and Abilities Required:

1. Excellent verbal, written and public speaking skills.
2. Ability to function independently and exercise judgement within the policies and procedures established by The Opportunity Center and the intent of the Board of Directors.
3. Time management and organizational skills.
4. Flexibility in working hours as required by the job.

Specific Job Responsibilities:

1. Provides direct supervision to the program director, business manager, and any other assigned staff.
2. Serves as Human Resources Director. Manages compliance with federal and state labor laws. Oversees implementation of human resource policies.
3. Provides leadership in the development of new service options. Oversees quality improvement and the expansion of current service programs. Develops collaborative relationships with funding sources. Informs Board of new program development opportunities.
4. Develops and submits an annual operating budget to the Board of Directors for approval. Manages expenditures within the approved budget as well as building and equipment improvements. Completes proposals for grant funding.
5. Participates in public relations activities. Promotes The Opportunity Center in the community. Participates in fundraising activities.
6. Provides support to the Board of Directors.
7. Provides on-call functions.
8. Heads the Safety Committee. Ensures operations meet safety standards.
9. Adheres to The Opportunity Center Code of Ethics, Commitment to Excellence and Employee Expectations.

Other: It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

I have read and understand the performance expectations of the position. I will abide by the policies and procedures of The Opportunity Center, Inc.

Employee Signature/Date

Supervisor Signature/Date

Revised: 5/04/05
Revised: 4/22/10
Revised: 8/16/13
Revised: 1/14/2021