

Community Family Resource Centers, Inc. (CFRC)

Executive Director Job Description

Community Family Resource Centers (CFRC) offers support, information, and activities to area families. CFRC provides quality programs and activities including the PACE (Parent And Child Enrichment) Program and Summer PACE, Me & My Family, Family Education and community programs, which families can rely on throughout the calendar year, to help promote child development, family education, and support. All programming is done to meet the mission "Strengthening families to strengthen the community."

Executive Director

Employment Term: Part-time (950 hours annually) .456 FTE

Hours per Week: 21.5 hours per week for 42 weeks (September through May, 1 week in June and 2 weeks in August); summer hours per week are still to be determined (10 weeks – 3 weeks in June, all of July, and 2 weeks of August)

Work Schedule: Monday – Friday; occasional nights and weekends

Salary: \$14.00-16.00 per hour based on experience

The Executive Director of Community Family Resource Centers, Inc. reports to the Board of Directors of CFRC and is responsible for overall operation of the agency. This includes strategic leadership, personnel management, development and growth of CFRC's role in the community, budget and financial resources and supporting the mission of the organization.

Responsibilities:

- Plan and execute a minimum of one Family Education event per month during the school year for area families with the goal of strengthening the family.
- Oversee all CFRC employees.
- Maintain oversight of all current and future CFRC programming.
- Maintain oversight of all operations.
- Manage CFRC's overall finances and fundraising by entering transactions in QuickBooks, ensuring tax papers are filed on time and working with the CFRC Treasurer to maintain financial oversight.
- Represent CFRC in all public relations' initiatives.
- Develop long-term relationships with the community and business leaders.
- Ensure leadership, mentoring and support to all staff with a focus on staff development, training, teamwork and growth.
- Provide the framework for CFRC to deliver a high-level of service to both participants and the community.
- Assure CFRC is in compliance with all laws and regulations regarding programs and operations.
- Cultivate and solicit support from grantors by preparing grant requests and communicating with those corporations, foundations and businesses whose giving priorities are in alignment with the agency's mission.
- Oversee outcome measurements and financial reports.
- Implement the organization's strategic plan.
- Attend continuing education training and workshops, as necessary.

Qualifications:

- Excellent verbal communication and interpersonal skills with children and adults.
- Strong skills in creative and strategic thinking.
- Dynamic leadership abilities.
- Team-building capability.
- Knowledge of budgets and financial reports.
- Excellent organizational ability as demonstrated by meeting deadlines, juggling multiple priorities, and working in a self-directed manner.
- Demonstrated computer proficiency with Microsoft Office, QuickBooks and internet research skills.
- Ability to work both collaboratively with staff, board members, and volunteers, and independently.
- Possess a willingness to foster a culture that provides an open, inviting and safe environment for all participants, volunteers and staff.
- Ability to provide forward and creative thinking in positioning CFRC for the long term.
- Bachelor's degree preferred.
- Knowledge of early childhood development.
- Knowledge of community services and resources.
- Ability to work evenings and weekends when necessary.