

CENTRAL CALIFORNIA FAMILY CRISIS CENTER, INC.

JOB DESCRIPTION

EXECUTIVE DIRECTOR

ANSWERS TO BOARD OF DIRECTORS

PURPOSE: To provide all administrative duties required to operate the Central California Family Crisis Center, Inc. including the Shelter, Counseling Center and Thrift Shop in a cost efficient manner while maintaining quality services to the community.

QUALIFICATIONS:

EDUCATION: A minimum of four years of college. A degree in social work, psychology or related field preferred. Knowledge in domestic violence and homelessness desired. Equivalent skills as demonstrated by experience may be counted as additional education.

EXPERIENCE: Administrative experience at supervisory level necessary. Must have knowledge of budgetary and fiscal responsibilities. Background in grants writing and statistical analysis preferred/required. Willingness to work flexible hours, also available by telephone to staff in emergencies.

OTHER QUALIFICATIONS: Work well with the public in receiving and marketing donations, collaboration with other agencies for provision of services to the clients and referrals to resources in the community.

TRANSPORTATION: Possess an automobile, a California Driver's License and minimal auto liability insurance as required by law. Must be able to use personal vehicle in the course of performing routine job duties, if necessary.

JOB DUTIES AND RESPONSIBILITIES:

1. Provide all administrative duties as required to operate the various programs of the Central California Family Crisis Center, Inc. in a cost-effective manner.
2. Be responsible to see that accurate records are kept and statistical service reports are prepared in accordance with grant sources requirements. Monitor Programs provided by grant sources to ensure compliance with stated goals.
3. See that the Central California Family Crisis Center, Inc. complies with State and Federal labor laws and the Personnel Policies of CCFCC.
4. Responsible for providing training for Shelter/Agency Staff in order for them to provide direct prevention and intervention services.
5. Responsible, along with the Board of Directors, for public relations activities such as presentations, provide information about the Shelter, Counseling Center and the Thrift Shop, network with agencies, organizations, corporations and business. Coordinate community education in Domestic Violence and Homelessness.
6. Provide Staff supervision. Plan and direct agency Staff meetings.
7. Meeting with Shelter Supervisor and Thrift Shop Manager weekly.

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8. Assist the Board of Directors in development of a fund-raising plan to include the pursuance of ongoing funding sources and grant writing for maintenance of Shelter/Agency operation, counseling center and transitional housing.
9. Develop budget and present to the Finance Committee to be finalized for approval of the Board of Directors.
10. Prepare and conduct Staff evaluations of Management team.
11. Develop appropriate changes when needed in personnel, program and fiscal policy and procedures, with Board approval.
12. Actively participate in outside significant organizations that assist this agency in accomplishing its mission and goals.
13. Perform other duties as assigned by the Board of Directors.
14. Facilitate activities in strategic plan identified as executive director's responsibility.
15. Perform all duties in a safe manner so as to avoid injury to self and others.