



Job Description

Position Title:	Executive Director	FLSA Status:	Hourly <input type="checkbox"/> Exempt <input checked="" type="checkbox"/>
Department:	Admin	Reports To:	WACOSA Board of Directors
Direct Reports:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Position Summary:	Provide strategic leadership for the organization by working with the Board of Directors and the Administrative Team to establish long and short-range initiatives and goals as well as strategies, plans and policies for successful implementation. The Executive Director is accountable to the Board of Directors for the organization's achievement of ends policies and the non-violation of the Executive Limitations Policies.		
Essential Duties:	<p>All duties to be performed according to the established standard and in compliance with all company policies and procedures while maintaining regular, prompt attendance:</p> <p><u>Provide Support to the Board of Directors:</u></p> <ul style="list-style-type: none"> • Prepare monitoring reports in a manner that allows the Board to determine if Board policies are being met. • Make arrangements for the Board to receive information from external as well as internal sources so that they are aware of customer satisfaction, wishes and needs and they can establish pertinent goals and outcomes for the organization. • Keep the Board informed of current issues and developments that affect the organization including information from external as well as internal sources. • Distribute agendas and other necessary materials for Board and committee meetings. • Attend all Board meetings. • Provide other support as directed by the Board. • Consult with the Board on matters of public and company interest to ensure communication from the company are consistent with company goals and objectives. <p><u>Organizational Management:</u></p> <ul style="list-style-type: none"> • Develop and, where appropriate, recommend for approval organizational rules and procedures that are in keeping with the Board's Governance Policy as well as sound ethical and business practices. • Coordinate with the Board the strategic planning efforts, the development of strategic initiatives and a plan of action for their successful implementation. Assure that policies and procedures are communicated to employees and that they are adhered to. • Keep WACOSA positioned as a strong and valued asset to the community, pursuing new opportunities that will enhance and expand employment options and services for persons with disabilities. • Work collaboratively with other organizations and businesses to further WACOSA's mission and purpose. • Develop a detailed plan of action based on the strategic goals established by the Board. • Assign and supervise tasks from the plan of action as it relates to the Administrative Team and the Finance Director. • Regularly report to the Board on the outcomes of the strategic goals. • Annually report to the Board on the Outcomes Measurement Report. • Assure that all programs and services maintain the appropriate licensing and certifications. • Assure that the programs have the necessary resources to serve clients. • Assure that the appropriate contracts with vendors are in place. • Conduct annual reviews of all assigned staff in a timely manner. <p><u>Fiscal Management:</u></p> <ul style="list-style-type: none"> • Oversee the financial management of the organization ensuring financial policies are adhered to, adequate internal controls are maintained and fiscal policies and procedures follow generally accepted accounting practices. • With WACOSA's Director of Finance, prepare an annual budget that reflects the strategic goals as well as 		



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	<p>incorporates input from the administrative team on program and staffing needs related to achieving those goals.</p> <ul style="list-style-type: none"> • Approve a system for the management of expenditures within the limits of the Board-approved budget and consistent with cash flows. • Seek additional funding through grants and donations that are necessary to achieve the organization’s strategic goals. • Establish and promote the continued growth of a WACOSA planned giving effort. • Assure that WACOSA maintains accounting procedures (including a separation of duties) that are in keeping with generally accepted accounting practices. • Assure that WACOSA’s assets are properly protected and maintained. <p><u>Community and Public Relations:</u></p> <ul style="list-style-type: none"> • Promote good public relations in the community by representing WACOSA in a positive and professional manner. • Promote cooperative linkages with government, community resources and business. • Assure that marketing activities and publications are in keeping with WACOSA’s Board policy. • Assure that WACOSA has a current and strategic marketing plan and that the activities and publications are in keeping with WACOSA’s Board policy.
Other Duties	<ul style="list-style-type: none"> • Interact and communicate with and about clients in a respectful manner. • Perform other duties within the department or other areas as needed.
Team Member Responsibilities	<ul style="list-style-type: none"> • Work as an active and participatory member of the team using the guiding principles The WACOSA Way and Top 20 Principles. • Support positive team morale by monitoring own behavior, attitudes, and professional communication in daily interactions and in handling of disagreements or concerns. • Maintain positive and open communication with co-workers, supervisors, external customers, interdisciplinary team members (IDT), and all others with whom you come in contact when representing our clients. • Be familiar with and follow all WACOSA policies, procedures and practices while staying in compliance with all certifications, licenses, and accreditations for areas assigned. • Regular and predictable attendance is required in order for WACOSA to ensure staff-to-client ratios required by licensing. Be punctual and manage your Paid Time Off (PTO) according to established policies. • Provide transportation to clients according to transportation policy and assignment. • Complete all your assigned training sessions by attending in-services, training classes and all other training opportunities within allowed deadlines. • Maintain a clear and safe work environment. • Provide interaction with clients and mentoring that results in increased: <ul style="list-style-type: none"> ○ Independence in all areas of their day ○ Healthy social interactions ○ Self-regulated behaviors ○ Opportunities to use skills in decision making ○ Work opportunities and productivity ○ Opportunities for client Self-advocacy ○ Continuous use of person-center principles
Physical Demands:	<p>The tasks of this position require:</p> <ul style="list-style-type: none"> • The ability to talk and hear. • Intermittent bending/twisting/reaching. • Use of hands to finger, handle or feel. • Extended periods of time sitting completing desk work. • Ability to observe visually.



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	<ul style="list-style-type: none"> • Must be able to lift, push, pull, or support up to 25 pounds occasionally.
Work Environment:	<ul style="list-style-type: none"> • This job operates in a professional office environment. • This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets. • Travel regionally as needed. • Regularly required to work with others.
Safety and Ergonomic Requirements:	<ul style="list-style-type: none"> • Must practice safe work practices at all times and report any unsafe conditions immediately. • Attend and participate in all required safety trainings. • Follow all personal dress requirements according to the established dress code and safety requirements.
Qualification Requirements:	<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Education/Experience</p> <ul style="list-style-type: none"> • BA or BS in human services, business, financial management, or related field required with advanced degree in business/public administration desired. • A minimum of five years of experience in experience in nonprofit/profit administration with significant responsibility in leadership and financial management. • Must have knowledge and experience in organizational/business operations. <p>Language Ability</p> <ul style="list-style-type: none"> • Ability to read, analyze and interpret complex legal and governmental documents. • Ability to respond to sensitive inquiries and complaints. • Ability to convey information on controversial or complex topics to management, public groups and/or board of directors. <p>Math Ability</p> <ul style="list-style-type: none"> • Ability to work with mathematical concepts such as probability and statistical inference. • Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. <p>Reasoning Ability</p> <ul style="list-style-type: none"> • Ability to define problems, collect data, establish facts, and draw valid conclusions. • Ability to deal with several abstract and concrete variables. <p>Computer Skills</p> <ul style="list-style-type: none"> • Advanced knowledge of computers required. <p>Certificates, Licenses and Registrations</p> <ul style="list-style-type: none"> • Ability to pass a Motor Vehicle check, Employment History check, Education check, Criminal Background check, and Drug Screen (post offer). • Need to have a valid driver's license and insurable driving record.
Signature:	<p><i>My signature below merely acknowledges receipt of this position description. I agree that this position description does not create an employment contract and does not waive the employment-at-will relationship. I acknowledge this description is only a summary or outline of the duties at this time and does not include all the direct and indirect duties that the entire job may entail or the services required. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. Furthermore, I acknowledge that the duties and responsibilities will vary with the needs of the organization, and that I am responsible for the acceptable performance of all the duties and responsibilities, whether assigned, implied, written, unwritten or would be assumed by a responsible person in this position. I also acknowledge that I must continue to meet all the qualifications of the position, stated or unstated, including but not limited to the education, experience, skill, physical, mental and emotional intelligence requirements, necessary to successfully perform all the duties and responsibilities of the position, written or unwritten.</i></p> <p>Employee Signature _____ Date _____</p>