

# The Gathering Place Executive Director Job Description

## **Title: Executive Director**

Essential Job Responsibilities:

### **Board:**

1. Together with the Board of Directors (BOD) assure that the organization has a long-range strategy to achieve its mission.
2. Provide leadership in organizational and financial planning with the BOD and implement plans/ policies authorized by the BOD.
3. Shall be responsible for communicating effectively with BOD and providing, in a timely manner, all information necessary including, but not limited to, the condition of the organization and all-important factors influencing it.
4. Assist BOD president in organizing BOD and committee meetings to ensure that the information provided will assist the BOD function properly and make informed decisions.
5. Jointly, with the president and secretary of BOD, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.
6. Maintain official records and documents, and ensure compliance with federal, state, and local regulations.

### **Budget, Finance and Administrative:**

1. Along with BOD, Finance Committee, and accounting staff, be responsible for developing and maintaining sound financial practices.
2. Work with the Board, Finance Committee, and accounting staff in preparing the annual budget; see that the organization operates within budget guidelines.
3. Develop other funding resources (grants, donations, events) to ensure that adequate funds are available to permit the organization to conduct its work.
4. Ensure monthly financial and other reporting requirements for state Mental Health Block Grant funds and other grants are completed in a timely manner.
5. Oversee the completion of 990 and non-stock report.

### **Communications**

1. Represent TGP to agencies, organizations, donors, and the public.
2. Oversee the content, production and distribution of all marketing and publicity materials including the Newsletter, posters, program, flyers, mail outs, and brochures.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.

### **Staff Supervision and Volunteer Coordination**

## The Gathering Place Executive Director Job Description

1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
2. Ensure human resource practices comply with state and federal employment regulations. Update job descriptions, arrange regular performance evaluations,
3. Ensure the distribution of the Employee Handbook and other employment policies developed by the BOD to employees.
4. Maintain effective management team, with appropriate provision for succession.
5. Encourage staff development and assist program staff in relating their specialized work to the mission of the organization.
6. Maintain a climate which attracts, keeps, and motivates a diverse staff of top-quality employees.
7. Oversee coordination, training, and recognition of volunteers.

### **Qualifications**

1. Has lived experience of mental health and/or mental health with substance use. Must be in recovery.
2. Demonstrate strong organizational abilities including planning, delegating and program development.
3. Demonstrate strong written and oral communication skills.
4. Understand budget management and grant reporting.
5. Possess proficient computer skills.
6. Certified Peer Specialist is desirable
7. Previous non-profit or business management experience is helpful.
8. Minimum of Associates Degree or Highschool education with non-profit or business management experience
9. People skills, Empathy, compassion, open mindedness, energetic, self-motivated

### **Supervisor**

TGP Board of Director's President