

TOGETHER!
Youth Violence, Alcohol, Tobacco, Drug Prevention

TITLE: Executive Director

RESPONSIBLE TO: Board of Directors

JOB DESCRIPTION: The person filling this position is responsible for the overall management of the agency, public relations, fund development, public policy advocacy and staff supervision.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

A. *Public Relations*

1. Assists the Board to identify agency goals and program objectives.
2. Promote the purpose and mission of the agency.
3. Develop and maintain contacts with media to effectively deliver TOGETHER!'s message to the community; serve as agency's spokesperson.
4. Build positive relationships with local community leaders and statewide prevention efforts.
5. Attend related meetings in order to educate the community on prevention and community mobilization.
6. Participate as a member on appropriate local, regional, state and national committees pertaining to youth drug, alcohol, tobacco and violence prevention and community mobilization.
7. Testify as needed before House and Senate subcommittees on pertinent prevention and mobilization issues.
8. Develop and maintain contacts with local elected officials and key staff persons within units of government to effectively advocate for prevention programs and services for youth.
9. Represent TOGETHER! in the community to promote a positive image.

B. *Fiscal and Resource Development*

1. Provide leadership to the Finance Committee.
2. Work with the Sustainability Committee to develop and implement annual fund development plans.
3. Work with staff to identify and solicit public and private sources of funding to meet operational and program needs of the agency.
4. Advance and protect the fiscal integrity of the agency.
5. Understand multi-fund budgeting; anticipate growth in financial terms.
6. Ensure grant and service contract(s) compliance.

C. *Overall Agency Management*

1. Work with the Board of Directors to update, evaluate and carry out a strategic plan.
2. Plan, organize and assemble resources to ensure new and ongoing programs receive support.
3. Meet regularly with the management team to communicate relevant issues.
4. Anticipate and plan for agency and program changes based on politics, fiscal issues, and needs of youth, the community and staff.
5. Responsible for the agency's risk management.
6. Implement policy.
7. Develop and submit an annual budget to the Board of Directors for approval.

8. Recruit, hire, supervise and evaluate management team staff.
9. Acts as agency's Change Agent; ability to lead change.
10. Ability to understand potentially controversial issues and provide balance.
11. Awareness of and willingness for agency to work with Best Practices.

D. Board Support

1. Advise, make recommendations to and assist in policy development.
2. Work with the Board to actively recruit and orient new Board members.
3. Staff the Board of Director meetings; participate in other appropriate committees.
4. Consult with the Board President to keep him/her apprised of pertinent agency-related developments.

QUALIFICATIONS: Master's degree preferred, but a combination of proven, successful experience and educational credits may be considered in lieu of an advanced degree. Minimum of three years in progressively responsible positions in management, planning, resource development, budget development, program oversight and public policy.

Skills/Requirements

1. Demonstrates successful experience working with a diverse volunteer Board.
2. Successful experience in applying for and administering grants (government and private).
3. Understanding of and commitment to non-profit organizations.
4. Ability to achieve positive, productive consensus.
5. Successful experience in management and supervision.
6. Demonstrates excellent written and oral communication skills.
7. Occasional evening and/or weekend hours; some out-of-town travel.
8. Demonstrated use of current technology (MS Office and Internet).

TO APPLY:

Candidates may submit resume that documents qualifications specific to the responsibilities of this position, and letter of application with salary requirements, to the confidential attention of Selection Committee, c/o Danielle Koenig, TOGETHER!, 418 Carpenter Rd SE Ste 203, Lacey, WA 98503, or e-mail resume and application letter to Selection Committee at dkoenig@ThurstonTOGETHER.org.

TOGETHER! offers competitive salary and benefits. A background check will be required for final candidates.

Application review begins January 12, 2010.

TOGETHER! is an Equal Opportunity Employer.
Women, minorities and people with handicapping conditions
are encouraged to apply.