

Description: Heartly House Executive Director Position Overview

Heartly House is seeking an Executive Director to lead, grow and strengthen this highly respected nonprofit agency. The Executive Director will lead Heartly House by serving as its public representative, ensuring that services continue to be exemplary, developing financial resources, and overseeing operations of the organization. Heartly House has accomplished much in 34 years. Today, it is the only organization providing comprehensive services to victims of domestic violence, sexual assault, and child abuse in Frederick County, Maryland. The Executive Director will enhance current programs and make strategic decisions that expand the agency's capacity and ensure its continued success and sustainability.

The Executive Director will provide the leadership and management necessary to implement the agency's mission effectively and to obtain optimal results in a fiscally sound manner and in accordance with recognized best practices. The Executive Director will serve as the agency's liaison to the Heartly House Board of Directors and as the agency's official spokesperson, representing Heartly House in a variety of public and private venues.

Program Development

- Oversees all programs, services and activities to ensure that program objectives are met
- Provides leadership in developing and/or maintaining programs and organizational and financial plans in concert with the Board of Directors and staff and carrying out plans and policies authorized by the Board
- Meets regularly with program managers to discuss progress and issues that arise
- Develops and/or maintains a working knowledge of evolving developments and trends in the field of domestic violence, sexual assault, and child abuse
- Ensures that the agency has a long-range strategy to achieve its mission and toward which it makes consistent and timely progress

Administration

- Establishes operating policies and procedures for day-to-day operation, and maintenance of programs and services, and manages their implementation. This shall include volunteer and intern programs.
- Ensures that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place
- Sees that an effective program and administrative management team is in place, with appropriate provisions for succession and cross training
- Oversees personnel actions, including hiring, promotions, performance reviews, training and development, disciplinary actions, and terminations in compliance with all relevant employment laws and regulations
- Fosters individual staff development and expands capabilities across the organization
- Maintains a climate that attracts, retains, and motivates a diverse staff of top-quality and dedicated people

Community Outreach

- Regularly promotes Heartly House through public speaking engagements, media interviews, steering committees, and collaboration with partners in the domestic violence community
- Establishes sound working relationships and collaborative arrangements with community groups and organizations, local and state governments, and others

- Oversees the development of a Heartly House Speaker's Bureau and promotes it to the Board, public and private sector organizations, the faith community, schools and colleges, and at-risk groups

Financial Management and Development

- In coordination with the Board and Financial Manager, plans and oversees Heartly House's budget and finances, including audits, financial analysis, capital asset management, and payroll
- Works with program managers to prepare an annual budget to be approved by the Board of Directors
- Approves expenditures adhering to the Heartly House budget and financial policies and procedures
- Ensures that fiscal and grant operations are in compliance with contractual obligations, reporting requirements of funders, and applicable laws
- Oversees strategic fundraising plans to support Heartly House's current work and future growth
- Works with the Development Director to identify and solicit new individual donors, corporate sponsorships, foundations, government, and other grant sources to meet and exceed revenue goals

Board Relations

- Ensures that the Board is kept fully informed and updated on the financial and programmatic health of the Agency and all important factors influencing it
- Provides the Chair and the Board of Directors with sufficient information for their use in reaching sound decisions
- Reports to the President and Board of Directors on a regular basis concerning progress in achieving goals, financial status, and any issue of concern to the Board
- Attends and participates in all meetings of the Board of Directors and attends and participates in any board committee meetings deemed necessary by the Board
- Performs other duties that are, from time to time, directed by the Board or the Chair of one of the standing committees of the Board
- Uses Board members' skills and expertise to assist the agency in accomplishing strategic and organizational goals and as a resource on specific programs or personnel matters

Education, Experience, Knowledge, and Skills

- Graduate degree or equivalent combination of education, skills, and experience
- Minimum of five years in nonprofit program management, with increasing responsibilities
- Working knowledge of nonprofit accounting and legal requirements
- Familiarity with federal, state, and local grants
- Experience with successful nonprofit fundraising campaigns and donor cultivation
- Ability to work collaboratively with board members, donors, community groups, media, and public officials
- Excellent written and verbal communication skills, including public speaking
- Demonstrated success in managing people, engaging staff, and motivating groups to achieve goals
- Solid working knowledge of current office technology and software
- Working knowledge of applications and trends in social media

Desired Competencies

- Working knowledge of risk management, crisis management, and the basic laws and regulations under which nonprofits operate
- Ability to discuss criteria for evaluating program outcomes followed closely by the ability to describe the process for developing and implementing new programs
- Understanding of volunteer management

- Understanding of the benefits and responsibilities associated with technology at a modern nonprofit organization

Background check will be required; *Heartly House is an Equal Opportunity Employer*

How to Apply

Send cover letter and resume by July 31 to: HeartlyHouseSearch@outlook.com

Salary Range: \$65-75,000

Obtain more information on Heartly House and its programs at www.heartlyhouse.org