



Heartly House, Inc.

Executive Director

Role Summary: The Executive Director reports to the Board of Directors of Heartly House, Inc. This individual is the senior leader of the organization and is responsible for the strategic and operating success of the organization.

Key Responsibilities include:

1. Planning administration

- Provide leadership and vision to the organization by assisting the Board and staff with the development of long-range and annual plans and with the evaluation and reporting of progress on plans.
- Research and develop analysis documents and proposals as needed to assist the organization in determining and meeting its long- and short-term goals.

2. HR management

- Recruitment and contracting of staff
- Employee development and training
- Policy development and documentation
- Employee relations

4. Marketing and PR:

- Develop and manage advertising and relationship opportunities.
- Organize the availability of company members for media/PR events as necessary.

5. Administrative management

- Ensure client and vendor file integrity (documents, analytical information where required, communication notations, etc.).
- Maintain general oversight and ensure accuracy of records including A/R, A/P, Inventory, etc.

6. Production/Quality control:

- Ensure accurate documentation of production and quality control data and records.
- Direct and oversee site production activities and personnel.

7. Financial management

- Provide recommendations regarding funding and cash strategies.
- Oversee preparation of annual budget, regular variance statements and annual audit.

JOB SPECIFICATION

Experience

The ideal candidate for this position will have some of the following attributes or experience as part of his/her resume.

- Demonstrated leadership skills, with significant senior leadership experience in a related position
- Experience with financial reporting systems and work with financial personnel
- A participatory and collaborative form of leadership but demonstrated decision making capabilities
- Leadership or oversight of a comparable organization in terms of revenue, expenses and staff
- Experience in successfully managing multiple projects and tasks simultaneously
- Proven networking skills, with a successful record of managing and growing external relationships with key funders and stake holders
- Ability to work with and support Board of Directors

Qualifications

Candidate must possess some or all of the following credentials.

- Bachelor's degree in related field
- Master's degree or a minimum of 10 years of related job experience
- Work experience in the areas of financial oversight, asset disposition and transitioning agency through specific initiatives
- Excellent written and verbal communication skills
- Computer literacy in financial and database management
- Past experience in supervising and evaluating personnel

**TO APPLY FOR THIS POSITION, PLEASE EMAIL COVER LETTER & RESUME
TO: HeartlyHouseSearch@outlook.com**