



## **Executive Director Job Description**

### **Job Summary**

In agreement with the mission and strategic focus of the Meyer Center for Special Children, the Executive Director will work with staff and the Board of Directors to lead a shared vision for the future of the organization, building a strong understanding around the mission and developing constructive goals to advance both short and long-term strategies.

### **Position Description**

The Executive Director reports to the Board of Directors and is responsible for Board governance, development and community relations, finance, human resources, management and administration for the Meyer Center for Special Children.

- **Board Governance**

- Keeps the Board fully informed on the condition of the Meyer Center and advises promptly on all-important factors influencing it.
- Works with the Board Chair to enable the Board to fulfill its fiduciary duties and governance functions, and facilitates the optimum performance of the Board, its committees, and individual members.
- Counsels with the Board prior to making decisions that could have a material impact on the organization.
- Abides by all applicable policies and Board directives.

- **Development and Community Relations**

- Effectively promotes the organization, advocates for its mission, and builds relationships with constituents and stakeholder groups critical to the success of the Meyer Center within both the public and private sectors.

- Oversees fundraising systems, annual plan, and short-term and long-term strategies that enable the organization to meet its financial development goals and carry out its programs and operations.
- Develops relationship with funders of the Meyer Center and maintains regular communication with funders.
- **Finance**
  - Develops a yearly budget for Board approval and oversees all fiscal activities including reporting and auditing.
  - Ensures sound economic and financial management by implementing accounting systems, financial controls, and risk management strategies that protect the organization's assets without compromising an acceptable level of program quality.
- **Human Resources**
  - Assures a work environment that recruits, retains and supports quality staff in accordance with mission expectations and applicable laws and regulations.
  - Helps create and manages policies and processes to effectively select, develop, motivate, and evaluate staff.
- **Management and Administration**
  - Works with staff to develop, maintain, and use systems and resources to efficiently and effectively operate the organization.
  - Assures program quality and organizational stability through the implementation of standards, procedures, and accountability with regular evaluation.

### **Preferred Position Qualifications and Behavioral Expectations**

- Senior nonprofit or similar management experience
- Experience working with a Board of Directors
- Fundraising and communication skills

**Resumes should be sent to Denise Agnew at [dagnew@meyercenter.org](mailto:dagnew@meyercenter.org).**