

POSITION: EXECUTIVE DIRECTOR

CLASSIFICATION: Exempt (Salary)

REPORTS TO: Board of Directors

DATE UPDATED: May 7, 2019

POSITION SUMMARY:

The Executive Director directs the daily operations of CCRC, Inc. The Executive Director is responsible for overseeing the administration, programs and strategic plan of CCRC, Inc. Other duties include fundraising, marketing, and community outreach, etc. The position reports directly to the Board of Directors.

GENERAL DUTIES:

A. Board of Directors

1. Responsible for leading CCRC in a manner that supports and guides the CCRC mission as defined by the Board of Directors.
2. Along with the Board of Directors, schedules all CCRC quarterly and special board meetings, develops agendas, secures meeting sites and logistics and ensure meeting minutes is documented. Participates in board meetings.
3. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
4. Responsible for maintaining excellence in customer services across all aspects of business operations including Board of Directors membership growth and retention. Will assist new members in becoming fully informed about the Board of Directors' functions, policies and procedures, and issues.
5. Ensuring that the policies and procedures of CCRC are implemented and interpret to all staff. Inform the Board of any change in policy which may arise due to legislation or changing condition within CCRC.
6. Shall arrange for the Board of Directors to evaluate the Executive Director annually.

B. Staffing

1. Shall make the final decision regarding all new hires and retention of competent, qualified staff.
2. Ensuring development of and update job descriptions as necessary.
3. Will ensure that all employee evaluations are conducted annually.
4. Responsible for supervising staff in accordance with CCRC Policies and Procedures, Tribal, Federal and State employment laws and regulations.
5. Shall insure that appropriate training is made available to staff. Both in-services and academic, to help them achieve to higher degree of professionalism.
6. Shall prepare and administer personnel policies designed to maintain efficient administrative operations and appropriateness of services to consumers.

C. Planning

1. Works in partnership with the CCRC Board and Management to develop long-range and short-range goals, objectives and evaluation procedures designed to meet consumer needs.
2. Schedules CCRC Annual Strategic Planning Session, develops agenda, and secure sites. Participates in Strategic Planning Session.
3. Responsible for ensuring continuity of business operations, increasing revenue, preparation of annual budget, tracking bank balances, and preparation and distribution of quarterly financial statements to the CCRC Board of Directors.
4. Shall write and submit proposals and other requests for support, both financial and otherwise to agencies that may be in a position to assist CCRC, Inc. in its mission.
5. Responsible for fundraising and developing other resources necessary to support CCRC's mission.
6. Shall act as a liaison with the all surrounding communities and insure good relations.

D. Financial

1. Develops resources sufficient to ensure the financial stability of CCRC.
2. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of CCRC in a positive financial position.
3. Responsible for the fiscal integrity of CCRC to include submission to the Board of a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of CCRC.
4. Shall maintain good relations with financial institutions

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

1. Ensures the effective and efficient management of CCRC operations.
2. Develops employment and administrative policies and procedures for all functions and for the daily operations of CCRC.
3. Responsible for establishing and maintaining an orderly plan for preserving and disseminating the Policies and Procedures adopted by the Board.
4. Establish and maintain relationships with various organization throughout the Navajo Nation and State and utilize those relationships to strategically enhance CCRC's Mission.
5. Responsible for implementing funding source regulations and standards, (i.e. Developmental Disability Waiver Standards (DDSD), State General Fund (SGF), Department of Family Services (DFS), Native American Career and Technical Education Program (NACTEP) and any future funding sources.)
6. Report to and work closely with the Board of Directors to seek their involvement in policy review and decisions.
7. Supervises the Program Director, Human Resource Manager, Finance Manager, Quality Assurance & Compliance Officer, Agency Registered Nurse (RN), Facility and Transportation Manager, Health Manager. Collaborates with CCRC staff.
8. Meet monthly with Management to keep them informed of issues, developments, and decisions which affect departments and CCRC, and obtain input on administrative matters and information concerning daily operations.
9. Shall review and approve all Electronic Requisitions, Travel Authorizations, and Overtimes.
10. Strategic planning, implementation and track progress.

11. Oversee marketing and other communication efforts.
12. Review, approve, and implement contract/provider agreement, and consultant agreements upon the approval from the Board of Directors.
13. Perform other duties as assigned by the Board President or Board Members

QUALIFICATIONS/PERFORMANCE REQUIREMENTS:

A. Knowledge, Skills and Abilities:

1. Must have demonstrated experience and skills in leadership, problem solving, public relations, organization and meeting deadlines.
2. Must have the ability to multitask in areas of recruitment, planning, budgeting, marketing for CCRC, Inc. projects.
3. Must be knowledgeable in funding source regulations and standards.
4. Must be familiar with grant proposal writing and grant funding research.
5. Experience working with computers including word processing, spreadsheet data base applications, and MIP Fund accounting software.
6. Ability to communicate verbally and in writing in a clear, succinct, and effective manner. Skill in preparing and maintaining records, writing reports and responding to correspondence.
7. Ability to make presentations to the public.
8. Ability to lead and direct the work of others.
9. Ability to develop and maintain effective working relationships with co-workers and Board Members.
10. Exercises a high degree of independent judgment, critical thinking and initiative to achieve CCRC goals.
11. Must be able to communicate effectively with people, individually, and in groups.
12. Ability to promote teamwork by developing and maintaining cooperative relationships with others at all levels of the organization by consistently sharing information, workload, responsibilities, decision-making, and recognition of others.
13. Ability to accept responsibility and personal ownership for actions, results, and risks.

B. Education/Experience/Credentials:

1. Master's Degree in Business Administration, Education, Human Services field, or a related field and a minimum of 8-years management experience in operating a non-profit organization or 8-years in operating a business.
2. A minimum of 5-years administrative/management experience including supervision, financial management (budgeting and grant preparation), and program management is required.
3. Must be knowledgeable in Navajo Nation Law, Employment Law, Federal and State Law, Healthcare compliance for organizations of persons with developmental disabilities.
4. The person holding this position must possess leadership ability, must be capable of doing long range planning, be aware of Navajo culture considerations, be a force for constructive change and must be sensitive to the needs of persons with developmental disabilities.
5. Bilingual (English/Navajo) ability to speak Navajo is preferred.
6. Must Pass Employee Abuse Registry (EAR) Clearance
7. Must Pass Caregivers Criminal History Screening (CCHS) Clearance
8. Valid Driver License

SALARY RANGE: Negotiable depending on experience and qualifications.