



## *Job Description*

# **Executive Director**

The Executive Director is the management leader of Trillium House. The Executive Director is responsible for the services, administration, and strategic plan of the organization. Key duties include fundraising, maintaining strong working relationship with hospice care providers, budgeting, and community outreach.

This position reports directly to the Board of Directors.

### **GENERAL RESPONSIBILITIES:**

1) Board Governance: Works with Board to fulfill mission.

- Responsible for leading in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of organization including submission to the Board of an annual budget and monthly financial statements which accurately reflect the organization's financial condition.
- Responsible for fiscal management by operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing all resources necessary to support Trillium House's mission.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, community outreach and strategic planning.

- Responsible for implementation of Trillium House's programs

- Responsible for the enhancement of Trillium House's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4) Organization Operations. Oversees and implements appropriate resources to ensure the operations of the organization.

- Responsible effective administration of Trillium House operations.
- Responsible for the hiring and retention of competent, qualified employees and volunteers.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

**Professional Qualifications:**

- Three or more years executive management experience with nonprofit experience a plus
- Transparent and high integrity leadership
- Ability to convey a vision of Trillium House's strategic future to board, staff, volunteers, donors and community
- Successful fundraising experience including developing and implementing best practice strategies
- Solid, hands-on, budget management skills including preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills, including public speaking
- Ability to engage diverse volunteer and donor groups
- Demonstrated ability to effectively oversee and collaborate with staff
- *Bachelor's Degree preferred*

**Actual Job Responsibilities:**

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of Trillium House in the Central Upper Peninsula.
2. Develop and maintain professional working relationship with hospice care providers.
3. Serving as Trillium House's primary spokesperson to the organization's constituents, the media and the general public.
4. Planning and operation of annual budget.
5. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.

6. Supervise organization staff.
7. Strategic planning and implementation.
8. Oversee organization Board and committee meetings.
9. Oversee marketing and other communications efforts.
10. Other duties as assigned by the Board of Directors.

Salary: Negotiable and commensurate with experience and other qualifications.

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