



Executive Director Job Description

ABOUT BO'S PLACE

Bo's Place is a non-profit bereavement center offering free of charge grief support groups in English and Spanish for children, families, and adults in greater Houston and surrounding areas and providing education and resources for those who assist people in grief. Through our Information & Referral Line, in-person and online support groups, school-based groups, education and training programs, and outreach initiatives, Bo's Place supports the bereaved and equips others to better support them, as well.

JOB DESCRIPTION

The Executive Director works in partnership with the Board of Directors and the staff to provide leadership, vision, and direction for the organization and to develop organizational strategy. The Executive Director implements policies approved by the Board, manages the organization's programs and operations, and represents the organization in the community. One of the core values of Bo's Place is "respecting and appreciating all with whom we work." The collaborative relationships between the Executive Director, staff, Board, and community are central to the success of Bo's Place; by facilitating the exchange of information between these constituencies, the Executive Director will enable the organization to further its mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership

- Participate with the Board of Directors in developing a strategic plan and work with the Board to implement this vision.
- Enable the Board to perform its governance function.
- Promote effective and collaborative relationships between the Board and its Committees with the staff and Executive Director.
- Use Board members as resources, as sounding boards, and as problem-solvers; promote open communication and transparency with Board.
- Foster effective and collaborative relationships between the Executive Director and staff, and between staff and volunteers.
- Act as a spokesperson for the organization.
- Conduct official correspondence on behalf of the Board, as appropriate.
- Represent the organization at community activities to enhance the organization's community profile.



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Operational Planning and Management

- Develop an operational plan that incorporates goals and objectives meeting the strategic goals and financial parameters of the organization.
- Oversee the efficient and effective day-to-day operation of the organization.
- Work with the Policies and Procedures Committee in reviewing existing policies on an annual basis and drafting new policies for the approval of the Board, as needed.
- Ensure that personnel, client, donor, and volunteer files are securely stored and privacy/confidentiality is maintained.
- Provide support to the Board by preparing meeting agenda and supporting materials; help with new Board orientation, Board retreat, and any other Board-driven activities.
- Consult with counsel before signing legal documents or contracts.
- Ensure that the building and furnishings are maintained in excellent condition.

Program Planning and Management

- Oversee the planning, implementation, and evaluation of programs and services.
- Ensure that the programs and services contribute to the organization's mission and reflect the priorities of the Board.
- Monitor the day-to-day delivery of the programs and services to maintain or improve quality.
- Oversee the planning, implementation, execution, and evaluation of special projects.
- Work with Program Director to determine the need for new programs and services and keep the Board informed of these additions.

Financial Planning and Management

- Work with staff and Board Committees (Finance, Development, and others, as necessary) to prepare a comprehensive annual budget.
- Approve expenditures and make financial decisions consistent with the budget approved by the Board.
- Provide the Board with regular comprehensive reports on the revenues and expenditures of the organization, comparing performance to budget and to the previous year or other benchmark.
- Work with staff and Finance Committee to conduct multiyear financial analysis.
- Ensure that sound bookkeeping and accounting procedures are followed and that the 990 and audit are completed in a timely manner.
- Comply with all local, state, and federal legal requirements, ensuring that the organization complies with all legislation covering taxation and withholding payments.

Development Planning and Management



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- Work with the Development Committee and Board to analyze trends and secure adequate funding for the operation and strategic goals of the organization.
- Work with staff to develop multiyear financial analysis of income for presentation to Development Committee and Board.
- Work with staff and Development Committee to prepare annual projected income for Finance Committee's budgeting process; monitor Development expenses and income so that staff, Development, and Finance Committees are aware of potential shortfalls.
- Collaborate with Development staff and Development Committee members in creating an effective fundraising plan for individual and major giving prospects, foundation, corporate, and other giving prospects, and product marketing. In due time, new priorities such as planned giving and the creation of an Endowment should be explored.
- Collaborate with the Development staff and Development Committee in identifying and promoting Special Events, including the selection of venues, chairs, and honorees.
- Participate in fundraising activities as appropriate, including personally cultivating and soliciting donors.
- Ensure that ethical and legal fundraising practices are in place.

Human Resources Planning and Management

- Determine a staffing structure that supports the efficient delivery of programs and services, accomplishment of major goals identified in the strategic plan, and effective overall management.
- Recruit, interview, screen, and select staff with the right technical and personal abilities to help further the organization's mission.
- Ensure that all new staff receive an orientation to the organization, appropriate training, and a 90-day performance review.
- Inspire, motivate, and develop the staff; provide mentoring and opportunities for professional growth to improve performance.
- Monitor performance on an on-going basis and conduct an annual performance review.
- Discipline staff when necessary, using appropriate techniques and documentation; release staff when necessary, using appropriate and legally defensible procedures.
- Oversee the implementation of the human resources policies, procedures, and practices, including the development of job descriptions for all staff.
- Establish an energized, collegial, healthy, and safe work environment in accordance with all appropriate legislation and regulations.



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- Maintain a climate that attracts, keeps, and motivates a staff of top quality people and recognizes individual excellence.
- Develop future leadership within staff and develop a plan for staff departures or lengthy absences to minimize the negative effect of vacancies.

Volunteer Management

- Provide guidance, support, resources, and tools for supervisors of volunteers so that they work effectively and cooperatively with volunteers.
- Collaborate with Volunteer Coordinator in developing goals and objectives for volunteer programs that reflect the mission of the organization.
- Collaborate with Program Director in evaluating the programs and services delivered by volunteers.
- Promote the volunteer program to gain community support.
- Ensure that volunteers are properly recruited, screened, and trained.

Communication and Community Relations

- See that the Board is kept fully informed of the condition of the organization and all important factors influencing it.
- Publicize to the general public and advocate for the activities of the organization, its programs and goals.
- Communicate with stakeholders (foundations, corporations, individuals, and volunteers) to present strong, positive image of the organization and to identify opportunities for expansion in the community served by the organization.

Risk Management

- Assess all decisions and their impact on the organization's people (clients, staff, Board, volunteers), property, finances, goodwill, and image.
- Evaluate contracts and risks in consultation with counsel and implement measures to control unacceptable risk.
- Ensure that the Board of Directors and the organization carry appropriate and adequate insurance coverage. Ensure that the Board and staff understand the terms, conditions, and limitations of the insurance coverage.



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QUALIFICATIONS

- Bachelor's degree required; graduate degree a plus.
- Significant experience in supervisory role, preferably in non-profits.
- Demonstrated effectiveness in leadership, strategic planning, finances, management, and collaboration with board of directors, staff, volunteers, and community contacts.
- Excellent communication skills.
- Strong community contacts.
- Ability to inspire and lead with a clear vision.
- Good humor and positive outlook.
- Empathy for families who have experienced a death.

GENERAL INFORMATION

This is a full-time exempt position with additional evening and weekend hours sometimes necessary to accomplish Bo's Place objectives. Work duties may be location specific to Bo's Place, satellite locations, or other work sites.

Department: Executive

FSLA Status: Exempt

Job Status: Full-time

Reports to: Board of Directors

TO APPLY

Letters of Interest and Resumes may be emailed to:

- Debbie Leder, President, Board of Directors
DebbieLeder1@hotmail.com
- Donna Jaffe, Administrative Director
donna@bosplace.org
- Katherine Parsley, Interim Executive Director
katherine@bosplace.org

Please copy all of the above on any submissions. Thank you.



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