

THE RIGHT TURN

115 E. Sioux Ave. • Pierre, SD 57501 • (605) 773-4755 • www.TheRightTurn.net

POSITION TITLE: EXECUTIVE DIRECTOR

PRIMARY PURPOSE/FUNCTION OF POSITION

The Executive Director reports to the Board of Directors and is responsible for meeting the organization's mission and financial objectives.

QUALIFICATIONS

Candidate will have experience in financial management including QuickBooks and grant writing. Strong verbal and written communication skills and Leadership role experiences is ideal. Bachelor's degree preferred.

POSITION DUTIES

Specific responsibilities:

1. Collaborates with the Board of Directors to identify, create and implement strategic plans to actualize The Right Turn's mission.
2. Provide leadership in developing programs with the staff. Carry out all plans and policies authorized by the Board of Directors.
3. Maintain a working knowledge of significant developments and trends in the field.
4. Maintain organization's financials and be able to communicate those financial records to the Board of Directors when requested.
5. Establish new relationships with state agencies and maintain current relationships.

In communications, the Executive Director will:

1. See that the Board is kept fully informed on the condition of the organization and all-important factors influencing it.
2. Publicize the activities of the organization, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Maintain a strong working relationship with agencies in which funds are received from.
5. Represent the programs and point of view of the organization to agencies, organizations, and the general public.
6. Work closely with other agencies in which the Right Turn can help support and vice versa.

In relations with staff, the Executive Director will:

1. Be responsible for the recruitment, employment, and management of both paid staff and volunteers. Hiring of staff should be communicated to the Board prior to an official job offer being made by the Executive Director.
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
3. Encourage staff and volunteer development and education, as well as assist program staff in relating their specialized work to the total program of the organization.

4. Maintain a climate which attracts, keeps, and motivates a diverse staff of top-quality people.

In budget and finance, the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices. Be able to answer questions pertaining to the finances in a clear and concise way to the Board of Directors.
2. Communicate grant applications and progress to the Board of Directors.
3. Work with the Executive Committee, and the Board to prepare an annual budget; see that the organization operates within budget guidelines.
4. Ensure that adequate funds are available to permit the organization to carry out its work.
5. Conduct official correspondence of the organization and sign and execute legal documents as authorized by the Board of Directors.
6. Maintain standardized Audits with CPAs and communicate the results to the Board of Directors.