



INSPIRE, ENCOURAGE, ACHIEVE

Job Description

EXECUTIVE DIRECTOR

STATUS:

Full-Time, Exempt Position

REPORTS TO:

IEA Board President, the Board of Directors, and Founder

QUALIFICATIONS:

- Bachelor's degree in non-profit management, public administration, social work, psychology, or related area; master's degree preferred.
- A minimum of two-years experience in administrative management, revenue development, and volunteer management in a non-profit or public service agency, and /or in an organization/division involved in human social services.
- Demonstrates strong skills in supervision, staff development, resource development and maintenance, volunteer management, program planning and implementation, budget development and implementation, public relations, and a vision to identify potential opportunities beneficial to the organization.
- Excellent written and oral communication skills, including the ability to conduct presentations and trainings. Candidate must be detail oriented, highly organized, articulate, concise, and results oriented.
- Demonstrates knowledge and understanding of juvenile justice issues/challenges; issues/challenges related to child abuse and neglect;-and the dynamics of families in crisis, required.
- Licensed Professional Counselor or Licensed Social Worker, preferred.
- Criminal background check clearance required.
- Approval by Board President for any employment is required.

SUMMARY OF RESPONSIBILITY:

The Executive Director is responsible for the overall management of IEA and all aspects of the organization's operations.

Specific key responsibilities are as follows:

RESOURCE DEVELOPMENT AND MAINTENANCE

- Responsible for the research and preparation of grant proposals.
- Develop and maintain a donor base of both monetary and non-monetary resources.
- Oversee the timely written acknowledgements of all donations, including in-kind gifts, received.
- Support the Board in fund-raising events or activities.

PERSONNEL MANAGEMENT

- Hire and supervise administrative staff.
- Write and revise, as necessary, the job descriptions for staff (except Executive Director).
- Conduct yearly performance evaluations (oral and written) for staff.
- Provide the orientation, training, development and supervision for all IEA staff.
- to include diversity and cultural competency to ensure inclusivity to client needs.
- Facilitate individual and group coaching of IEA's goals and mission, working closely with direct reports to create a sense of empowerment.
- Oversee general case management ensuring confidentiality, adequate supervision, the safety of and best outcomes for each child.
- Provide individual case consultation for IEA youth in detention and on probation.
- Ensure the delivery of effective programming in the community-based programs and at MRJJC, to include working with the juveniles in detention.
- Monitor volunteer management plan to ensure recruitment, retention, tracking, recognition, and support of volunteer advocates.

FISCAL MANAGEMENT

- Manage day-to-day fiscal operations.
- Submit monthly and quarterly financial reports to grantors (as required).
- Submit a monthly record of bills and expenditures to the appropriate designee to ensure timely reimbursement and accounting.
- Develop the annual budget for presentation to the Finance Committee.

COMMUNITY AND PUBLIC RELATIONS

- Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of IEA's mission and programs.
- Develop and maintain positive working relationships with individuals, groups, agencies, organizations, businesses and corporations.
- Review, approve and evaluate all marketing and social media initiatives, to include a quarterly newsletter.
- Initiate and be available for public speaking engagements.

BOARD OF DIRECTORS LIAISON

- Prepare and present the Executive Director’s report at Board meetings.
- Monitor Board Committee activities and attend committee meetings.
- Oversee implementation of Board directives, policies, and procedures.
- Ensure the development and presentation to the Board a strategic plan.
- Arrange for and participate with designated Board representatives in an annual ED performance evaluation.
- Meet monthly with Board President and Founder to keep them apprised of agency operations, changes, and concerns.

- Other duties as assigned.

SALARY:

Dependent upon experience.

HOW TO APPLY:

Please e-mail cover letter and resume to:

iea@ieainspires.org with “Executive Director Position” listed as subject.

or

Mail cover letter and resume to:

IEA-Inspire, Encourage, Achieve
Attn: Search Committee Chair
20 N. 11th Street, Suite A
Beaumont, Texas 77702

APPLICATION DEADLINE:

March 24, 2023

Thank you for your interest. No agency telephone inquiries will be accepted. Only qualified individuals may be contacted for an interview.