Executive Director Job Description

Valley Settlement

Job Title: EXECUTIVE DIRECTOR

Reports to: Board of Directors

Job Summary (the job’s purpose and primary focus):

Serves as the chief executive officer and is responsible for the successful overall leadership and management of Valley Settlement according to the strategic direction set with the Board of Directors, to achieve its mission and ensure the effective delivery of high quality programming throughout geographic boundaries of the Roaring Fork School District in Colorado.

Job Responsibilities/Essential Functions

Leadership & Management:

- Develops long term strategic goals, ensuring input from staff, community, and the Board of Directors.
- Develops and implements organizational goals at regular intervals that serve to realize the strategic vision.
- Incorporates current research and trends in the fields of early childhood, early literacy, parent education, immigration, and healthcare into Valley Settlement’s evidence base, using good data collection to demonstrate the impact of our organization’s programs.
- Oversees the management of human resource needs to include professional growth and development, the development and implementation of job descriptions, benefits packages, legal compliance, and general oversight; oversees hiring, and ensures that all staff have appropriate supervision and evaluation.
- Directly supervises senior leaders, including the Director of Finance & Administration, the Director of Development, and the Director of Programs.
- Ensures that Valley Settlement promotes excellence in its staff, is a model employer, demonstrates consistent support for inclusion and diversity of its staff and policies, and is considered a great place to work.
- Ensures operational systems, protocols, and processes are aligned with the strategic vision and mission.

Fundraising & Financial Management:

- In conjunction with the Director of Development, is responsible for the development and the effective execution of annual and long-term fundraising plans.
- Participates in key cultivation activities and serves as lead on major donors, as appropriate, to ensure sustainable support.
● Works with the Board of Directors and development staff to identify potential major donors.
● Organizes and supports the board members in their fundraising efforts.
● Oversees the success of benefit events to meet fundraising and public awareness goals.
● Manages and supervises the financial well-being of the organization’s bookkeeping in coordination with the Director of Finance & Administration, the board Treasurer, and the board President.
● Oversees the organization’s budget and ensures it is sufficient to meet the organization’s goals.
● Assumes responsibility for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
● Conducts official correspondence of the organization jointly with the board President and Secretary of the board of directors, and executes legal documents jointly with designated officers.
● Works with the board and staff to ensure that adequate funds are available to permit the organization to carry out its work, including timely and compelling grant applications and major donor development.

**Marketing & Advocacy:**

● Serves as the organization’s primary spokesperson to media and general public.
● Advocates to increase visibility and enhance the organization’s reputation and standing in the community and elsewhere, including speaking at local, state and national events; serving on boards and committees as agreed with the board; and communicating regularly with community leaders, funders, and other stakeholders.
● Oversees the development and implementation of a strategy to increase the visibility of the organization in the community and elsewhere.
● Facilitates higher-level collaborative partnerships with literacy, early childhood development and health care organizations, and other organizations as appropriate.
● Works with partners to offer opportunities to generate equity for the Latinx community.
● Passionately shares the Valley Settlement story, highlighting the unique model and its proven impact to inspire increased participation, enthusiasm, and support.
● Represents Valley Settlement routinely and professionally at community events/conferences through speaking, serving on committees and presenting at information sessions and serving on advisory committees/boards with collaborative or policy partners.
● Maintains a high profile for Valley Settlement within its local, statewide, and national constituencies, including funders, policy-makers, government leaders, and other nonprofit organizations through active engagement.

**Board Development & Governance:**

● Ensures that the board is kept fully informed on the condition of the organization and all-important factors influencing it.
● Maintains a strong partnership with the board, working to build consensus and commitment to the strategic plan and mission and to develop a unified voice for the organization.
● With board President, manages the recruitment and cultivation of new board members and the engagement of all Directors in projects and committee work.
● Obtains the best thinking and involvement of each board member and stimulates each to give his/her best.
● Provides operational and financial updates for review by the board.
● Presents program and policy recommendations for consideration to the board.
● Encourages the board to have strategic, thoughtful and policy-focused discussions at meetings.
● With board President, develops, maintains, and supports a strong and effective board.
● With board President, plans for and executes regular board meetings.

ANTI-DISCRIMINATION PRACTICES

Valley Settlement does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. Valley Settlement champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community.