

# Executive Director, STARS Family Services

## **Position Summary:**

The Executive Director is responsible for the accomplishment of corporate and ministry goals as expressed in the SFS Bylaws and will oversee and direct all aspects of the administrative management of the organization including financial management, human resources, development and donor relations, and internal operations. The Executive Director will consistently demonstrate support of the STARS Family Services mission, organizational mission and values by striving for excellence, contributing to team efforts, showing respect and compassion for others, acting with integrity in all matters and consistently in the interest of the Corporation and its constituencies.

## **Reports To:**

The SFS President and Board of Directors; acts as an ex-officio non voting member of the Board.

## **Responsibilities and Duties**

Supervises and is principally responsible for the day-to-day administrative management of SFS.

- Directly supervises the Director of Residential Life and the Partner Program Supervisor.
- Supervises the human resource functions of SFS including benefits and compensation, legal compliance; employee recruitment, training; job performance evaluation and disciplinary actions.
- Ensures that all cooperate functions are adequately executed and policies are implemented; maintains and updates all SFS policy handbooks; conducts regular onsite evaluations to assess and assure adherence to all SFS policies.

Supervises and administers the development activities of the organization in collaboration with the SFS Board, and specifically the SFS development commission

- Oversees donor relations and development plans
- Develops recommendations for fundraising plans, initiatives and marketing strategies
- Supervises the researching and submission of grants to fund SFS operations and programs.
- Partners with the SFS President and Board of Directors to represent SFS with external constituency groups.

Supervises the Corporation's business affairs.

- Ensures funds are collected and obligations are paid out in a timely and advantageous manner.
- Approves and acts as signatory for documents and deeds for the Corporations as authorized by the Board.
- In support of SFS Treasurer, the Director monitors financial accounts and oversees the preparation of the annual budget and monthly financial reports.

Communicates regularly with the SFS Board concerning daily operations.

- Prepares and presents regular reports to the Board which reflect accomplishment of corporate goals and organization's mission.
- Attends all Board meetings as well as participating in meetings of Board committees and commissions, when requested.
- Monitors trends and advises the Board of federal, state and local regulations that impact residential and vocational services for adults with intellectual disabilities.

Assists the Board in strategic long-term planning.

Performs all other duties that may be assigned by the board as well taking responsibility for the extra activities of the houses, such as Art Studio, Community Time, etc., finding people to manage the day to day and providing oversight as to goals, activities and finances.

### **Education, Skills and Experience**

1. Minimum of a bachelor's degree in education, health care, social work or a related field. with a minimum of 5-7 years of experience in management in a related field. Preferred Master's degree preferred in Business, Health Care administration or related field with experience working with adults with intellectual disabilities.
2. Experience in development and donor relations with excellent oral and written communication skills and ability to network with churches, non-profits and health care organizations.
3. Experience in financial planning and analysis including the oversight of human resources and legal documents.
4. Must agree with the SFS Statement of Faith and Standards of the Christian Life as outlined in the SFS Employee Handbook.

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