



Family Support & Resource Center

Executive Director Position Description

The Executive Director (ED) position is a part-time role (20 hours/week), responsible for the leadership and functional oversight of the agency, reporting to the Board of Directors. The ED is to evolve the strategic direction of the agency, and upon board approval, is responsible for the successful implementation of the strategy. The ED is responsible for the coordination and oversight of all budget and fiscal related matters, organizational development and human resources, as well as the various programs and contractual obligations of the agency. The ED will work directly with program managers to establish policy and represent the agency in communicating with the board of directors and other agencies or organizations. In addition to the program managers, the ED will work directly with the agency business personnel to ensure the human resource, accounting, technology and general business responsibilities are positioned to effectively support agency efforts.

Qualifications:

- Ten years of demonstrated success in leading an organization and having responsibility for budgeting, human resources, career development, contracts etc..., ideally in the field of human services
- A collaborative yet decisive style that fosters a culture of accountability
- Proven ability to optimally organize and utilize resources to most efficiently and effectively deliver services
- Ability to envision how things might be and collaboratively work with others to consistently rethink organization, processes and the status quo

Key Responsibilities:

- Serve as the conduit to the Board of Directors to ensure consistent communication
- Lead the efforts of Program Managers and Agency Business Personnel
- Work with Program Managers to continually assess programs and services
- Creation and oversight of annual budgets, allocations and spending
- Serve as the point for families wishing to communicate on sensitive matters
- Ensure the cohesion and consistent communication among the various FSRC programs and personnel
- Create and execute a periodic program to review performance and discuss career planning... program to be utilized across the agency
- Work with Program Managers regarding the various funding and program contracts
- Serve as a strong public voice and advocate for the mission of FSRC
- Lead/Coordinate consistent agency communication with the county and others to ensure that the direction, efforts and results of FSRC are well understood

Please send cover letter and resume to Dan Nordloh, 1111 Woodbridge Trail, Waunakee, WI, 53597, or email to dnordloh@hotmail.com with a subject of "FSRC ED". The deadline for submission is May 9, 2008.

Keeping Dane county families together by providing resources to support and care fore their children with significant disabilities at home