



**Family Health Services, Inc.
Position Description
Executive Director**

509 Broadway St PO Box 279 Tecumseh, NE 68450	630 N Cotner Blvd Suite 204 Lincoln, NE 68505
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Job Summary:

The Executive Director will have overall strategic and operational responsibility for the Family Health Services including execution of its mission and financial objectives. The Executive Director will ensure compliance with all Federal, State, and other applicable regulations. The Executive Director will act as agent for the nonprofit corporation and will work with the Board of Directors to ensure that agency programs and services are appropriate and of a high quality. The Executive Director will jointly oversee the Family Planning program and the WIC program in coordination with the Program Managers. The Executive Director will seek out new programs and grant opportunities for the agency.

Job Responsibilities:

Administration

- Inform the Board of Directors of the agency's progress administratively, clinically, and financially and provide services at their direction.
- Assist in recruiting volunteers for the Board of Directors.
- Maintain and abide by the By-Laws of the agency.
- Maintain the administrative policies and procedures and make recommendations for changes as necessary.
- Ensure agency compliance with all applicable federal, state, and local laws, and other applicable regulations (including licensure of health clinics according to the Nebraska Department of Health and Human Services).
- Maintain appropriate agency insurance.
- Ensure that all offices are appropriate and well maintained.
- Oversee the WIC program in conjunction with the WIC Program Director.
- Oversee the Family Planning program in conjunction with the Family Planning Program Director.

Planning

- Create and implement a strategic plan for the agency.
- Coordinate and evaluate agency programs and services.
- Evaluate how programs and services achieve agency's mission and vision.
- Assess the demographic changes in the service area in order to develop program changes.

Fundraising

- Act as the Fundraising Manager.
- Research and apply for appropriate public health funding.
- Develop and implement fundraising plans and proposals in conjunction with Board of Directors.
- Build and maintain positive relationships within the donor community.

Financial Management

- Provide financial management and ensure that accurate fiscal records are maintained for all programs.
- Sign all agency contracts as appropriate.
- Develop the agency's budget and ensure the agency operates within that budget.
- Ensure that reports are submitted in a timely manner to the appropriate agencies.



- Ensure prompt payment of all accounts payable.
- Ensure prompt collection of accounts receivable and oversee receivable procedures.
- Ensure that the agency's tax reports are prepared and submitted.
- Ensure that an annual audit is completed.
- Collaborate with Program Directors to ensure satisfactory submission of current grant reports and accounting of funds.

Marketing

- Develop and execute a marketing plan to expand local knowledge of the agency's programs and services.

Partnering

- Represent the agency at appropriate networking opportunities in order to engage community support for programs and services.
- Maintain an effective referral network with other health and social service agencies.
- Collaborate with other agencies on projects.

Human Resources

- Oversee staffing activities of the organization, including recruiting, training, supervision, and evaluation of both paid and volunteer staff, with an emphasis on building an effective team as well as staff growth and training needs.
- Develop and maintain personnel policies and procedures.
- Ensure that policies, procedures, and benefits are fairly and uniformly applied to all employees.
- Ensure effective communication via various methods including email, staff meetings, and informal methods.

Other

- Communicate and interact in a pleasant and competent manner with coworkers and clients.
- Sign and adhere to agency's confidentiality policy.
- At all times represent the agency in a competent, professional, and ethical manner.
- Perform other reasonably related duties as assigned by the Board of Directors

Qualifications:

- Master's degree in a related field with a minimum of five years of nonprofit management experience including financial management, budgeting, grant writing and management, and human resources.
 - An individual with a Bachelor's degree may be considered for the position if they possess ten years of experience as stated above.
- Strong communication and team-building skills.

Work Schedule:

Typically, Monday through Friday 8:00am to 4:30pm. However, hours may vary to include evenings and weekends to meet the needs of the agency.

Reports To:

The Executive Director will report to the Board of Directors.

FLSA Status:

Exempt

Salary Grade:

\$78,000-\$85,000 commensurate with experience. Benefits package included.