

**Executive Director Job Description**

**Status: Exempt, Full-time**

**Reports to: Board President, on behalf of the Board of Directors**

**Summary:** The Executive Director (ED) is the chief executive officer, leading the organization in implementing its mission, values and strategic priorities. Key areas of responsibility are: strategic and business planning, resource development, programmatic oversight, fiscal oversight, staff management, board relations and support, and communications and advocacy.

**Essential Functions:**

**Strategic and Business Planning**

* Lead Outside In’s vision and strategy development with the Leadership Team and Board of Directors, ensuring opportunities for staff and client input; monitor implementation of long-term and short-term plans, including opportunities to celebrate accomplishments, reflect on lessons learned, and adapt plans as conditions change.
* Remain abreast of trends that are shaping Outside In’s operating environment, such as developments in philanthropy and public policy relating to housing, healthcare, FQHC requirements, and homeless youth services.
* Cultivate and maintain relationships with youth services continuum organizations, public policy makers, and other key partners.
* Explore opportunities, assess the feasibility, and oversee the development and implementation of new programs and business opportunities.

**Resource Development**

* With the Development Director and Board of Directors, ensure a diversified fund development strategy. Provide leadership in cultivating relationships with major donors and foundation funders.
* Oversee grant writing and participate in writing key proposals.
* Negotiate government contracts and inter-agency agreements.
* Ensure reporting and tracking requirements are met for all funding sources.

**Programmatic Oversight**

* Ensure that Outside In has effective systems for monitoring client needs and evaluating programs and services.
* Oversee program design, expansion, and creation of new programs and services.
* Ensure ongoing monitoring of program statistics and outcomes, with implementation of corrective action as needed.

**Staff Management**

* Lead and supervise the Leadership Team including the Finance Director, Support Services Director, Youth Services Director, Medical Director, Development Director, and HR Director.
* Foster an organizational culture that reflects Outside In’s values of diversity, equity, inclusion, social justice, innovation, resiliency and collaboration.
* Hire, develop and retain staff, ensuring opportunities for performance feedback, professional growth and leadership development.
* Serve as a champion of Outside In’s diversity, equity and inclusion work, including efforts to increase racial and cultural diversity at all levels of the organization.
* Ensure compliance with personnel policies and applicable HR laws.

**Fiscal Oversight**

* Ensure an appropriate accounting system and adherence to Outside In’s financial policies.
* In cooperation with the Finance Director, Leadership Team and Finance Committee develop an annual operational budget for board approval; monitor and prudently manage resources based on the budget.
* Ensure the development of financial statements with regular review by the Finance Committee and Board of Directors.
* Ensure that Outside In remains in compliance with all funder requirements (e.g., with federal and county funding).

**Board Relations and Support**

* In cooperation with board leadership, plan and implement effective board meetings and planning sessions to foster the engagement of all board members.
* Assist the Board of Directors with board recruitment to advance Outside In’s mission, values and strategic priorities.
* Work in partnership with board officers to ensure effective board member orientation, integration and evaluation.
* Ensure that the Board of Directors is well informed on critical issues.
* Ensure that board committees have adequate staff support to fulfill committee responsibilities.
* Provide support to the Board of Directors with leadership succession including annual officer elections.

**Communications and Advocacy**

* Coordinate public relations and marketing communications.
* Serve as Outside In’s primary media spokesperson.
* Represent Outside In at the local, statewide and national tables where issues affecting homeless youth are addressed.
* Engage in advocacy at the local, state and federal level to advance Outside In’s mission and to work for systemic change; determine when and how to participate in public education and advocacy campaigns with strategic partners.