



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.