



Our Valley Our Future (OVOF) Executive Director Job Description

Job title	Executive Director
Job Category	Regular, Full-time, Exempt
Reports to	Our Valley Our Future Board of Directors
Supervises	Community Engagement Specialist, Development & Facilitation Specialist, and Communication Specialist

POSITION SUMMARY

The Our Valley Our Future Executive Director (ED) is responsible to the Our Valley Our Future Board of Directors. This position ensures the adherence to OVOF's mission, vision and strategic goals. The ED manages and oversees all aspects of the organization's day-to-day operations. The ED represents OVOF's interests to the public, community leaders, stakeholders, and elected officials. The ED provides supervision of the implementation of all activities and programs including the Strategic Plan and Action Plan. The ED recommends policies to the Board of Directors and helps achieve OVOF's goals and objectives, establishes structures to carry out the programs, and implements Board policies with strict ethical propriety.

The position is based in Wenatchee with an office in historic downtown Wenatchee. The ED is required to work in person regularly.

SALARY RANGE AND BENEFITS

Salary range is \$105,000 to \$120,000 annually, along 96 hours of annual vacation and an insurance stipend of up to \$500 a month.

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS

The Executive Director is responsible for the overall management of the OVOF.

- Establishes effective internal policies and procedures designed to facilitate management and operations
- Accountable for overall management of OVOF's physical, financial and human resources
- Ensures that OVOF and programmatic goals, objectives, budgets and work plans are developed consistent with the purpose and funding source requirements
- Ensures that program operations are implemented, monitored and evaluated in ways that facilitate OVOF meeting or exceeding its goals and objectives
- Ensures OVOF operates within specifications of all federal, state, and local laws, guidelines and policies

The Executive Director is responsible for providing leadership to employees and volunteers.

- Inspires a highly motivated work atmosphere that instills a sense of volunteer and employee pride, both in their work and in the overall accomplishments of OVOF
- Designs and implements strategies for the development of the Board and staff members to ensure volunteer and employee talents are recognized and utilized to the fullest extent possible
- Actively anticipates problems and issues that relate to OVOF's purpose and ensures that creative and innovative solutions or new approaches are developed and implemented

The Executive Director is responsible for supporting and facilitating the work of the Board of Directors.

- Engages with the Board in carrying out OVOF's mission and work
- Supports the Board with decision-making and direction by providing regular updates
- Recruits Board members in the manner most likely to result in a Board that is effective and representative of the region
- Assists the Board in its operations, administration, planning, and resource development
- Builds, sustains, and strengthens all Board functions, including meetings, policy compliance, and committee work.

The Executive Director is responsible for collaboration between OVOF and community sources.

- Ensures OVOF develops and maintains strong community partnerships, and that the communities served are aware and knowledgeable about OVOF's purpose and accomplishments
- Represents OVOF's mission, values and goals accurately to the public, employees and volunteers
- Establishes and maintains effective relationships with education, government, health, businesses and community organizations; strives to grow and strength partnerships and support
- Develops effective working relationships with federal, state, and local funding sources in order to maintain a positive and supportive posture

The Executive Director will ensure OVOF is organized to operate in the most effective and efficient manner.

- Ensures highly competent staff are recruited and maintained
- Ensures staff are in full and regular communication with each other
- Ensures sufficient records are kept to accurately support the management actions that are taken
- Ensures organizational systems are regularly analyzed for suitability and effectiveness

OTHER JOB RESPONSIBILITIES

- Travels within service area and some overnight, out-of-area travel to meetings is required
- Complies with all rules, policies and procedures of OVOF
- Performs all other duties as assigned

Education/Experience: Master's degree preferred in a related field, or Bachelor's degree and six (6) years related experience and/or training, or equivalent combination of education and experience that would prepare the candidate for meeting the expectations of this position.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Desired characteristics:
 - Optimistic warmth — genuine kindness, thoughtfulness, and a sense that the glass is always at least half full

- Intelligence — not just “smarts” but rather an insatiable curiosity to learn for the sake of learning
- Work ethic — a natural tendency to do something as well as it can possibly be done
- Empathy — an awareness of, care for, and connection to how others feel and how your actions make others feel
- Self-awareness and integrity — an understanding of what makes you tick and a natural inclination to be accountable for doing the right thing with honesty and superb judgment)
- Knowledge of non-profit agency management theories, practices and methods, including Board of Directors, staff roles and relationships
- Ability to develop and administer the department budget (approves, monitors and maintains expenditures within budget guidelines and uses resources effectively)
- Ability to speak effectively in public
- Ability to establish OVOF operations, including purpose, goals, objectives and the development of effective policies, procedures and practices
- Ability to develop and implement programs and projects, including data collection and analysis
- Ability to manage projects and to work in a team environment and with consultants
- Ability to understand, apply and enforce pertinent laws, policies, rules and regulations
- Ability to communicate clearly, both orally and in writing, including with diverse audiences.
- Ability to maintain records and prepare required reports
- Must have valid Washington State Driver’s License and proof of insurance on automobile

PHYSICAL REQUIREMENTS

Requires frequent sitting and using computers, occasional heavy lifting (up to 30 pounds), and occasional long periods of driving (up to 3 to 5 hours in each direction).