

## **Los Alamos JJAB Position Description**

TITLE: Executive Director

REPORTS TO: Board of Directors through the Executive Committee

FLSA STATUS: Exempt

### **JOB SUMMARY**

The Executive Director is the key management leader of the Los Alamos Juvenile Justice Advisory Board (JJAB). The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors through the Executive Committee.

### **GENERAL RESPONSIBILITIES**

1. Board Governance: Works with the Board in order to fulfill the organization mission. Responsible for leading JJAB in a manner that supports and guides the organization's mission as defined by the Board. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
2. Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization. Responsible for the fiscal integrity of JJAB, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
3. Organization Mission and Strategy: Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach. Responsible for implementation of JJAB's programs that carry out the organization's mission. Responsible for strategic planning to ensure that JJAB can successfully fulfill its mission into the future. Responsible for the enhancement of JJAB's image by being active and visible in the community and by working closely with other professional, civic, nonprofit and private organizations.
4. Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate. Responsible for effective administration of JJAB operations. Responsible for the hiring and retention of competent, qualified staff. Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of JJAB.

### **PRIMARY RESPONSIBILITIES AND JOB DUTIES**

- Oversee all programs including direct services and partner programs
- Responsible for day-to-day operation of organization
- Oversee and hire employees and independent contractors for programs and

services

- Financial Responsibility – Budget, funding options, with Bookkeeper pay bills and process invoices, state filings, work with Accountant regarding required tax filings
- Board coordination (meetings, communication, networking, orientations, etc.)
- Lead the establishment and assist the Board regarding the organization's strategic path
- Attend and assist with JJAB Executive Committee meetings, Board meetings, sub-committees and workgroups
- Attend community meetings, CHC, DWI, Youth Resiliency, YRRS, LAC Council, and others, as needed
- Fulfill duties of JJAC/CYFD coordinator for Los Alamos County and attend NM Coordinator and JJAC/CYFD meetings
- Network and coordinate with funders and partners
- Explore new programming or services needed in the community, community programs related to Juvenile Justice System, and new funding sources
- Coordinate JJAB promotional events and open houses, marketing, public relations and social media
- Maintain JJAB equipment and work with vendors regarding organizational services
- Make changes, approve funding requests, and donations, having a value up to two thousand five hundred dollars (\$2,500), with the guidance of the Executive Committee
- Other duties as may arise from time to time and as may be assigned to Employee

#### **QUALIFICATIONS**

- A bachelor's degree or equivalent work experience
- Three or more years senior management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of JJAB's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Demonstrated ability to manage and collaborate with staff

#### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

- Requires the ability to sit for extended periods at a computer workstation
- Ability to handle periods of high stress in a professional and effective manner.
- Meets expectations for attendance and punctuality
- Maintain professional appearance and behavior

#### **WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as but not limited to computers, phones, and printers