



EXECUTIVE DIRECTOR

Classification

Exempt

Salary Grade/Level/Family/Range

Half-time, non-benefited

Reports to:

Board of Trustees (BOT)

Summary/Objective

The Executive Director (ED) for the First Responder Support Network serves at the direction of the FRSN Board of Trustees (BOT). The ED is responsible for overseeing the general management of the organization including staff oversight, maintaining and enhancing programs and services, and ensuring the organization's fiscal health. The ED ensures that the mission, priorities and financial objectives established by the BOT are achieved.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, however, the ED shall be responsible for the following:

- Ensure the organization focuses on priorities established by the BOT and assist staff with implementation of those priorities.
- With the BOT and its committees, develop and maintain policies related to oversight of the organization.
- In collaboration with the Chief Operating Officer (COO), develop and maintain procedures related to the operations of the organization.
- In collaboration with the COO, develop and maintain staff and volunteer job descriptions.
- Develop and update strategic planning for continued stability and growth.
- Provide oversight & outreach regarding new programs and initiatives.
- Actively seek donations and major gifts. Responsible for setting Donor Plan goals needed to achieve income targets. Oversees the planning and implementation of activities needed to meet development goals.
- Collaborate with the Treasurer and Director of Finance to ensure proper management of FRSN's finances, including financial health and stability, efficiency in expenditures and adherence to BOT approved budgets.
- Ensure the BOT receives accurate and timely financial information and reports.
- Advise COO as needed on FRSN staff management including recruiting, training, management and release.
- Directly supervise the COO and Director of Finance, provide annual performance evaluations and maintain personnel files.
- Communicate internally and externally to staff, the BOT, outside individuals, organizations and the public.
- Maintain open and transparent communication with the BOT and staff.

- Maintain and enhance relationships with community partners.
- Develop and maintain a strong working partnership with the BOT.
- Facilitate effective communication within the BOT and organization by sharing needed information in a timely manner.
- Attend all BOT meetings, except those related to the review of the ED's job performance.
- Serve on BOT committees, except for the Executive Committee.
- With the BOT, ensure FRSN's adherence to its mission. Work with the BOT to keep the FRSN vision current.

Qualifications

- Bachelor's degree. Master's degree preferred. Comparable experience will be considered.
- Strong public speaking ability.
- Two (2) years or more experience supervising/managing staff. Two (2) years or more of volunteer management experience preferred.
- Two (2) or more years' nonprofit leadership experience. Five (5) years or more of nonprofit leadership experience preferred.
- Ability to collaborate with, communicate to, and motivate a diverse group of staff, BOT members and volunteers.
- Excellent communication skills. Openness and transparency is essential.
- Excellent organizational skills.
- Excellent self-motivation.
- Experience with budgets and the ability to work within one.
- Proficient computer skills including MS Office, online communication tools, online collaboration tools and presentation technology.
- Cultural competency working with a diverse set of emergency responders.
- Understanding of current trends affecting emergency responders.
- Experience working directly with a nonprofit Board of Directors preferred.

Supervisory Responsibility

The ED has management oversight responsibility for all positions within the organization and directly supervises the COO and Director of Finance.

Travel

Ability to travel throughout the greater San Francisco Bay Area as required. The ED is expected to attend BOT meetings, visit FRSN's programs regularly and meet with staff as needed. Some non-local travel may also be required.

Work Environment

This job may operate in a business office or home office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role, however, staff member may be required to lift and move items weighing up to 25 lbs.

Position Type/Expected Hours of Work

This is a part-time, self-directed position. Days and hours of work are flexible and dependent upon

timing of FRSN-related tasks required and staff member’s availability, however, staff member will designate specific periods of time during a Monday – Friday work week when s/he/they is/are regularly available in order to conduct necessary business.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the staff member for this job. Duties, responsibilities and activities may change at any time.