

Cornerstone Collaborative Florida, Inc.

Position Description

Executive Director

JOB IN BRIEF

Position: Executive Director

Report to: Chief Executive Officer

The Executive Director is responsible for planning, development, organization, implementation, evaluation and coordination of the overall vision, program and services of Cornerstone Collaborative Florida, Inc., a Florida nonprofit Corporation, in accordance with all current federal, state and local standard guidelines and regulations as well as established policies and procedures.

RESPONSIBILITIES:

- Manages daily activities of the local and regional Office.
- Drafts, proposes, and implements policies and procedures approved by the Chief Executive Officer of Cornerstone Collaborative Florida, Inc. and the Board of Directors of the Corporation.
- Oversees administrative, financial, program and strategic development plans.
- Develops and maintains information technology infrastructure and service delivery management information systems (databank for consumer and community activities).
- Develops reporting procedures to hold staff accountable for assigned responsibilities and to complete quality assurance reviews.
- Oversees supervision and evaluation of staff and volunteers.
- Initiates collaborative agreements and working relationships with community service providers, universities, businesses, etc.
- Ensure appropriate channels of communication are available to clients, advocates and the general public as needed.
- Report to, maintain communication with, and provide documentation to the CEO and to the Board of Directors, as directed. Will be responsive to the members of the Board of Directors.
- Oversees staff professional development and board member cultivation and training.
- Diversifies funding sources and maintains a resource development plan for the local, regional or state Office.
- Ability to draft grants to obtain additional contracts and grant funding.
- Initiates and oversees systemic advocacy projects.
- Understands and promotes the philosophy and vision of Corporation.
- Participates in various committees, forums, conferences, and advocacy activities to enhance the vision, philosophy and develop awareness of the needs of poor and disenfranchised people.
- Engages in local, regional and statewide activities to promote awareness of the needs of poor and underserved people.
- Obtains/maintains knowledge of all federal and state requirements as applicable.
- Serves as an Ex-Officio member of the Board of Directors.

REQUIREMENTS:

- Master's degree in Business Administration, Education, Social Work, Psychology, Criminal Justice, or ten years of experience in a related field.
- Ten years of progressively responsible employment in a social service or business environment and evidence of leadership ability required.
- Ability to establish rapport in a multicultural, multiethnic environment required.
- Outstanding organizational skills required.
- Extensive knowledge of community, state and federal resources required.
- Microsoft Office Suite working knowledge and ability to create documents.
- Must understand the use of social media in advancing the purposes of the Corporation.
- Must show initiative, excellent work ethics, and integrity.
- Must be willing to travel within state, and on occasion nationally, and be willing to participate in out-of-town training, meetings and conferences.
- Must understand and promote the philosophy of poverty elimination through economic development and self-determination in the operations of the Office.
- Life experience.
- Bilingual capability is an asset (e.g. English, Spanish, Creole, Vietnamese, Tagalog, Chinese, Portuguese, ASL, etc.).

PHYSICAL REQUIREMENTS:

Tasks involve the periodic performance of moderately physically demanding work, usually involving standing, but may also involve some, stooping, kneeling, crouching, crawling, walking, and manual dexterity in operating of office equipment.

- Position may require travel within the state, with possibility of overnight travel.
- Extensive use of mobile device and computer.
- Talking, Standing, Balancing, Bending/kneeling, Pushing/pulling, Reaching/twisting.
- The performance of duties may require lifting and carrying light to moderately heavy objects.

ENVIRONMENTAL REQUIREMENTS:

Functions are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as inclement weather, atmospheric elements and pathogenic substances. The noise level in the work environment is usually moderate.

Cornerstone Collaborative Florida, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of Gender / Ethnicity / Veterans / Disabled / Sexual Orientation / Gender Identity or Citizenship.