

Unique People Services Job Description

Job Title: Associate Executive Director
Department: Administration
Reports To: Executive Director
FLSA Status: Exempt
Prepared By: HR Director
Prepared Date: 8/30/16
Revised Date: 8/8/19

SUMMARY The Associate Executive Director (AED) is responsible for directly supervising the management and delivery of all program services (including: Mental Health, Developmental Disabilities and People Living with HIV/AIDS). Under the direction of the Executive Director, the AED formulates programs and clinical policies, oversees clinical and residential care of consumers, and develops consumer-oriented education and training programs. The AED will also assist with marketing the agency and fundraising via annual gala, special events and grant writing.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

ADMINISTRATION

- The Associate Executive Director (AED) will oversee and be responsible for executing all aspects of the Agency program management including participants' care and treatment systems and residential environments and programs.
- The candidate will provide day-to-day leadership and set comprehensive goals for performance and growth to ensure program goals are accomplished.
- Monitor the methods and accuracy of clinical record keeping and establish and/or maintain safe environments for consumer care.
- Develop and/or monitor program initiatives to ensure treatment and service plans to meet the needs of consumers and are appropriate for review by compliance and regulatory agencies.
- Develop, update/revise, and implement the agency-wide quality assurance program and all clinical policies and procedures in accordance with compliance and regulatory agencies.
- Ensure that policy and procedure manuals are current and reflective of program/clinical operations.
- Works collaboratively with managerial staff members to ensure high quality of care while maintaining accepted standards of clinical practice.
- Participate in the reviewing of discipline standards incidents, professional growth and development, standards compliance and performance improvement.
- Serve as liaison and represent the agency in a professional manner with representatives of government and funding agencies, as well as all consumers and their families.
- Supervise and evaluate and provide leadership to all programs directors.
- Assists and/or substitutes for the Executive Director in all facets of agency management matters.

- In the absence of the Executive Director, lead the agency and coordinate with the board of directors accordingly.

PUBLIC RELATIOINS & FUNDRAISING

- Plan and coordinate public relations activities and events to promote a positive image.
- Coordinate the development of communication materials that explain the agency's mission and showcase program results and accomplishments for dissemination through multiple channels (e.g., website, social networking and print).
- Work with Executive Director to set annual fundraising goals, as well as, identify prospective donors.
- Coordinate and implement creative strategies to broaden the agency's base of funding sources; nurture existing relationships and expand geographical outreach and funding base.
- Coordinate and/or write compelling grant proposals.
- Attend meetings with foundation/corporate funders to discuss program/project goals.
- Other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Master's degree in business or appropriate human or social services field and seven (7) years of related work experience in a non-profit executive or upper-level management position. Experience with program development and management, assessment and evaluation, Medicaid/Medicare services, governmental and social services funding and compliance management. Familiar with regulations of Office of Mental Health, Office for People With Developmental Disabilities and HIV/AIDS Services Administration. Must have strong interpersonal and people management skill, as well as excellent communication skills (oral/written), and presentation skills. The individual must demonstrate a positive, can-do optimistic attitude and strong work ethic in the performance of job duties. Must have the ability to train, coach and motivate staff. Hands-on experience owning and leading fundraising efforts. Excellent analytical ability, strong planning, organizational, and administrative skills. The individual must be mission-driven, a strategic thinker, enthusiastic with a collaborative operating style that encourage cooperation with the Agency community. Proficient in using Microsoft Office Suite and other software programs.

NOTE: This job description reflects management's assignment of essential and secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.

E-mail resumes and a compelling cover letter addressing why you would be excited about this opportunity and why you are a good fit. Please reference your experience in leadership and leading fundraising efforts.

Send to: recruit@uniquepeopleservices.org with Word document attachments. Only applicants being considered for an interview will be contacted. Unique People Services is an Equal Opportunity Employer.