Job Description
Executive Director

JOB TITLE:	Executive Director
DEPARTMENT:	Administration
REPORTS TO:	President, ASC Board of Directors
SUPERVISES:	Management Team
STATUS:	Full-Time, Regular
FLSA:	Exempt
WORK SCHEDULE:	Monday to Friday, evenings and weekends as needed

PURPOSE
In accordance with the general direction and policies set by the Atlantic Street Center Board of Directors, the Executive Director is responsible for the overall operations of the agency. This includes but is not limited to: program planning and implementation; budget preparation, financial oversight, funds development; and hiring and termination of staff. The Executive Director represents the agency to ensure support of and communication with public, private, and individual supporters. The Executive Director provides consultation and technical assistance to enhance effective social service provision. The Executive Director also provides or delegates staff services for each of the standing and ad hoc committees of the Board of Directors.

ESSENTIAL DUTIES

STRATEGIC LEADERSHIP
Agency Oversight and Planning

1. Select, train and supervise staff in accordance with Atlantic Street Center personnel policies; delegates supervision of agency employees as needed; ensure ongoing staff professional development; and provide leadership for ASC staff and management team meetings.
2. Ensure development, implementation, and maintenance of all agency programs and services: work with the Management Team to develop program plans and budgets for a variety of fund sources; oversee development, implementation, monitoring and maintenance of all programs, budgets, grants and contracts; represent the agency in contract negotiations with funding and monitoring agencies and the general public; ensure evaluation of program and service effectiveness and make modifications in program design or services as warranted; provide regular reports to the Board of Directors concerning evaluation findings.

Administrative and Financial Management

3. Oversee agency financial operations: administer and ensure adequate programmatic and financial data collection systems, fiscal administration, and accountability; oversee the development and maintenance of accurate and adequate programmatic and fiscal records and books.

Resource Mobilization and Fundraising

4. Leads agency fundraising efforts: solicit and analyze information regarding service needs of the communities served by Atlantic Street Center and ensure development of program resources and funding to meet those needs; develop government and private grant proposals that will benefit the children, youth and families served by Atlantic Street Center through the enhancement of its programs and services; ensure adequate funding for all agency programs and services.

5. Provide active leadership to Resource Development team and Board of Directors, with a strong vision for fundraising and event planning for the agency and community

Board and External Relations

6. Serve as primary staff liaison to the Board of Directors: attend monthly Board of Directors meetings and provide updates on agency and programmatic successes, challenges and progress; provide or delegate staff services for each of the standing and ad hoc committees of the Board of Directors.
7. Serve as public spokesperson and advocate for the agency and its constituents: develop and maintain good working relationships with government entities, churches, businesses, groups, and other community agencies; advocate on behalf of agency's clients; monitor and attempt to influence relevant legislation and regulations on all levels of government.
8. Cultivate, support and maintain mutually beneficial relationships with the General Board of Global Ministries/United Methodist Church, United Way of King County, City of Seattle, all funders, and other Community organizations; serve as primary liaison to these organizations.
9. Provide consultation and technical assistance to related institutions and organizations such as the family, schools, courts, police departments, and other public and private entities.

REQUIRED QUALIFICATIONS

- Advanced degree in Social Work, Education, Public/Mental Health, Counseling or a related field
- Leadership roles in mission-driven nonprofit social service organizations with increasing levels of responsibility: Preferred
- Demonstrated success in designing and implementing social service programs.
- Proven track record of leading and growing a multi-service nonprofit organization.
- Demonstrated experience advocating for underserved low income communities of color.

LEADERSHIP

- Proven leadership capability in rallying an organization – staff, Board, volunteers, and key stakeholders to achieve significant results. A significant portion of this experience should be with a social service agency providing services to ethnic minority youth and their families.
- The ability to constructively supervise and train personnel to obtain desired performance levels; effectively involve others in the decision-making process while maintaining responsibility for all decisions made.

BUSINESS SKILLS

- Proven experience in public speaking, donor relations, agency marketing, fundraising, event planning, grant writing and community engagement.
- Able to translate community needs into viable, marketable, and fiscally sound programs and services.
- Demonstrated success working in administration; supervision; budgeting, collaboration, community relations; and program planning, implementation, funds development and evaluation.

MENTAL HEALTH

- Knowledge of and experience with human service practices and principles, particularly related to ethnic minorities.
- Knowledge of political and governmental structures and systems as they related to the agency and the communities served, and willingness to adhere to shifting and changing laws and regulations.
- Proven understanding of standards and practices governing patient/client confidentiality; demonstrated ability to preserve client confidentiality.
- Working knowledge of the King County Mental Health systems and compliance, with a willingness to adhere to standards and expectations set by the State of Washington and King County.
- Familiarity with Family Centers and family support principles: Preferred

COMMUNICATIONS

- Excellent verbal and written communication skills
- Able to manage conflicts, and difficult situations effectively and calmly.
- Maintains effective working relationships with co-workers, participants, culturally diverse communities served, and the general public at large.

OTHER DUTIES

- Model, support and comply with the values, policies, and practices of Atlantic Street Center.
- Provide leadership to all employees.
- Abides by the agency's confidentiality policies and is aware of HIPPA rules.
- Ensure management practices consistent with agency standards.
- Perform other related duties and special projects as assigned.
- Ensures that established systems and procedures are followed.
- Actively participates in agency life and program activities. This includes school and agency meetings, supervision and consultation.
- Leads the Management Team, Administration Team and agency teams.
- Submits expenses, leave requests/timesheets, and other administrative requirements to supervisor in a timely fashion.

WORKING CONDITIONS

- Work Hours: Full time, Monday to Friday; Position requires working a schedule which includes some evenings and weekends as needed.
- Must be able to access clients at all locations served by ASC and locations frequented by clients.
- Position requires driving personal vehicle whenever necessary to meet program needs.
- Valid WA state driver license and auto insurance are required per state law.
- Wide range of physical activities – from sitting long periods to bending, stooping, to frequent walking. Able to lift up to 20 pounds.

DISCLAIMER

This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. The Board of Directors reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between Atlantic Street Center and its employees.

How to apply for Open Positions

Qualified individuals should submit the following:

- **Current resume**
- **Cover letter** clearly stating how you meet or exceed the minimum qualifications.
- Also, please indicate in your email/cover letter how you heard about this position.
- Include **the JOB TITLE** of the position applying for in the SUBJECT line of your email or fax.

Submit materials by email or fax to:

ATTN: Human Resources
Atlantic Street Center
Fax: (206) 329-2171
jobs@atlanticstreet.org