

**TRILOGY
EXECUTIVE DIRECTOR
JOB DESCRIPTION**

POSITION TITLE: EXECUTIVE DIRECTOR	REPORTS TO: Trilogly Recovery Community Board of Directors
SUPERVISES: All staff	SALARY RANGE \$85,000-\$95,000
POSITION TYPE: Full-time, exempt	SCHEDULE: Non-standard, 40 hours/week

JOB SUMMARY: The Executive Director is the key management leader of Trilogly Recovery Community (Trilogly) and is responsible for overseeing the administration, programs, and strategic plan of the organization to consistently achieve its mission and financial objectives. The Executive Director serves as chief external and internal leader, visible to all constituencies including Board Members, donors, key vendors, clients, volunteers, staff, and community.

OVERVIEW OF RESPONSIBILITIES: *Includes, but is not limited to:*

Board Governance:

Works with the Trilogly Board of Directors in fulfilling the mission by determining problem areas, establishing priorities, setting goals and objectives, developing policies, and making major programmatic decisions, controlling expenditures, and evaluating work program progress.

Responsibilities:

- Leading Trilogly in a manner that supports and guides the organization's mission as defined by the Governing Board.
- Communicating effectively with the Governing Board and providing, in a timely and accurate manner, all information necessary for the Governing Board to function properly and make informed decisions.
- Assuring the Governing Board is aware of and meets contractual requirements or programs.
- Orienting new Board members.
- Developing major policy decisions and reporting to the Governing Board those decisions.
- Providing the Governing Board with an annual report that includes program results and progress towards meeting the organization's programmatic/contractual goals and objectives.

Financial Performance and Viability:

Develop resources adequately to ensure the financial health of the organization.

Responsibilities:

- Assuring the fiscal integrity of Trilogly including sound financial practices.
- Ensuring that a proposed annual budget is prepared and submitted to the Governing Board in addition to the monthly financial statements which accurately reflect the financial condition of the organization.
- Practicing fiscal management that anticipates operating within the approved budget, ensuring maximum resource utilization and maintenance of the organization in a strong financial position.
- Developing resources necessary including utilizing fundraising and donor development to support Trilogly's mission and carry out its work.
- Ensuring that an annual audit is conducted, and that the auditor presents the audit report to the Governing Board.

Organization Operations/Administration:

Oversees appropriate resource use to ensure that the operations of the organization are effective

and consistent with Trilogy's mission.

Responsibilities:

- Assuring the organization has both long-range and short-term strategies to achieve its mission, and toward which it makes consistent and timely progress.
- Overseeing the collection and preparation of data for contract/grant reports and program evaluations.
- Ensure the agency responds to local, state, federal grant or contracting opportunities as appropriate.
- Analyzing operations to implement any necessary remediation actions necessary.
- Promoting active and broad participation by volunteers in all areas of the organization's work.
- Ensuring maintenance of official records and documents, and ensuring compliance with federal, state, and local requirements.
- Maintaining a working knowledge of significant developments and trends in the field.

Communications:

Serves as the lead spokesperson to the agency's constituents, the media, and the general public.

Responsibilities:

- Directing the publication of Trilogy activities as well as its programs and goals.
- Establishing sound working relationships and cooperative arrangements with community groups and organizations, and State funders.
- Representing the programs and point of view of the organization to agencies, community organizations, and the general public.
- Maintaining effective working relationships with funders, donors, employees, and the public.
- Responding to the most sensitive and complex inquiries or service complaints.

Personnel:

Establishes employment procedures for the day-to-day operations.

Responsibilities:

- Overseeing the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensuring that job descriptions are developed, that regular performance evaluations are conducted in a timely manner, and that sound human resource practices are in place.
- Assuring that personnel policies are reviewed and revised, as necessary.
- Collaborating with the senior staff to carry out the mission/policies, management of grants/contracts and effectively providing integrated services.
- Encouraging staff and volunteer development and education and assisting program staff in relating their specialized work to the overall mission of the organization
- Maintaining effective working relationships with employees and volunteers to ensure that Trilogy has a work environment which attracts, keeps, and motivates a diverse staff of quality individuals.
- Resolving grievances and other sensitive personnel matters.

QUALIFICATIONS:

Education & Experience

Relevant experience and/or education may be substituted for either education or work history.

- Bachelor's degree in business, sociology, social work, chemical dependency, or other related fields is required.
- At least five (5) years' relevant experience, including:
 - Supervising and coordinating staff; or
 - Experience overseeing complex budgets with multiple funding sources in accordance with contracts and reporting requirements; and
 - Working collaboratively with a governing Board of Directors.