



Victory Living Programs - Executive Director

Reports To: Board of Directors

Job Summary: The Executive Director provides general direction and staff support to execute the policies set forth by Victory Living Programs (VLP) Board of Directors. The position is responsible for the organizational strategy, program development, contracts, financial performance, staffing, business systems, community image and general management of the organization.

Responsibilities and Expectations:

- Ensures that VLP's operations and strategic plan fulfills the organization's charitable purposes mission as approved by the Board of Directors. Develops and implements programs and initiatives related to the priority of issues targeted by the Board of Directors and community stakeholders.
- Provides leadership in developing program and organizational plans with Board of Directors. Demonstrates quality analysis and judgment in program planning, implementation and evaluation. Plans the process to produce organizational goals and identify resources (grants, contracts, state funding, etc.) Needed to accomplish goals. Evaluates how well the goals and objectives have been met.
- Responsible for ensuring that the organization has a strategy to achieve its mission, and toward which it makes consistent and timely progress. Maintains appropriate balance between administrative functions and programmatic activities. Disseminates information in a timely manner. Maintains or facilitates corporate by-laws, meeting agendas, meeting minutes and project files.
- Works closely with the Bookkeeper/Office Manager and the Board of Directors to prepare a budget. Operates VLP within set budget guidelines. Ensures sound financial performance of the organization through adequate control and accounting of all funds, including oversight of sound financial practices. Supervises program and accounting administration and staff, preparation of organization for audits and appropriate programmatic and financial reporting to Board of Directors and other entities, including adherence to reporting requirements of grants and contracts. Ensures official records and documentation compliance and ensures compliance with Federal, State, and local reporting agencies. Procures resources for maintenance of current strategies as well as for future goals.
- Provides support and direction to the Board of Directors and committees of the Board. Works in conjunction with all Board officers and seeks Board input as appropriate. Provides full and timely information to the Board. Works effectively with the Board as a whole.
- Creates organizational systems for collecting, storing, and retrieving data that is required to achieve project outcomes. Gather, store, analyze and report on data collected in an organized, coherent format and/or supervise staff in this process.
- Ensures positive community public relations. Serves as an advocate for VLP's consumers to legislators, local government, the media, the community and other organizations.
- Oversees all staff, contractors, and volunteers in executing their assignments.

- Works with Angel's Auxiliary to create and implement fundraising efforts
- Other duties as assigned.

General Knowledge, Skills and Abilities:

- Knowledge of funding sources
- Excellent written and oral communication skills
- Ability to promote consensus-building with diverse groups and stakeholders
- Knowledge of issues pertinent to individuals with cognitive challenges or other developmental disabilities
- Ability to organize and manage multiple tasks
- Ability to work independently with minimal direction and supervision
- Must be proficient in office applications such as Word, Excel
- Must be capable of compiling data and reports
- Grant writing and management of grants.
- Understand system development.
- Understand policy and statute development in governmental systems as it relates to issues critical to VLP's target population.
- Understand the various components of social service sector.
- Possess skill set necessary for effective integration of the health and human service delivery models.
- Knowledge of advanced business skills, including, but not limited to: business plan development, marketing plan development, financial analyses and strategic planning.
- Experience developing and operating within a budget (capital and operating).

Education and Experience:

- Graduation from an accredited college or university with a Bachelor's degree in an allied health profession, human services, health administration, education, business or related field of study is required.
- Master's degree is preferred.
- Minimum 3 years of experience managing a non-profit, 5 years preferred.
- Experience in nonprofit administration and financial management is also preferred.
- Experience in working with community-based organizations/ systems, community assessments, local experience, knowledge of the community (or similar communities).
- Experience in writing and managing grants preferred.

Licensure/ Certification

None required.

Office and Position Requirements

Work is in normal office conditions, though work in "the field" is also expected at times. Travel throughout Broward County is required. Occasional travel out-of-town is expected.

Please contact VLPExecResumes@gmail.com for further info or to apply.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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