



Nevada Outreach Training Organization Executive Director Job Description

Title: Executive Director

Reports to: The Board of Directors for Nevada Outreach Training Organization

(Note: This position is grant funded, year to year, and as such, continued employment is contingent upon funding availability).

Qualifications: Advanced degree in Psychology, Social Work, Business or equivalent is preferred; experience in place of degree will be considered. Grant proposal writing and grant administration experience required. Budget planning and budget oversight required. Understanding of basic accounting principles, and ability to work with accounting staff. Qualifications to supervise staff essential. Keen people skills are essential plus the ability to perform as the Public Relations representative of the organization is required.

Job Duties: 1. Management of Day to Day Operations of Nevada Outreach Training Organization (NOTO)
The Executive Director will manage the overall day to day operations of NOTO including: accounts receivable and payable; budgets and budget planning; staffing; insurance and business licensure; general oversight of the company's assets; and all other general business functions of the organization.

2. Grant Procurement and Management
The Executive Director will submit annual grant proposals to current grant sources; research new funding sources and pursue them for the organization; administer the current grants; and make reports to the grantors concerning program progress, reports, surveys, audits and other informational reports required. All positions and funding of the organization is relied on by grants, donations and fundraising.

3. Manage Staff

The Executive Director is responsible for all staffing plans and supervision; hiring and termination of all employees; staff training; development and implementation of the program policies and procedures. The Executive Director will also perform all activities assigned to that position as per each grant identified Scope of Work.

4. Liaison between the Board of Directors, NOTO staff, volunteers, and the public which the organization serves

5. The Executive Director will attend all board meetings; prepare and issue board packets prior to each board meeting; keep the board updated on all facts pertaining to legal and fiscal operations of the organization; and, will carry out policy set by the board. The Executive Director will also recommend to the board actions to keep the organization moving toward its mission and goals. The Executive Director is responsible for the development and monitoring of the organization's strategic plan and all of its policies and procedures.

6. Maintain and Create State and Community Partnerships

The Executive Director will maintain partnerships with state and local organizations which impact the work of NOTO. For example, the Attorney General's office, The Office of Violence Against Women, Department of Health and Human Services, and The United Way of Southern Nevada. Whenever feasible, the Executive Director is encouraged to participate in task forces and on committees of other service organizations in the community. The Executive Director is also responsible for forming new partnerships in the community.

8. Fundraising and Donations

The Executive Director is responsible for all fundraising efforts for the organization as well as funding additional long term donors.

9. Public Relations

The Executive Director will act as the organization's spokesperson. The Executive Director will also be responsible for the outreach to the media as it relates to both program function and fundraising activities.