

WESTSHORE DISPUTE RESOLUTION CENTER
Executive Director Position Description

I. SUMMARY OF FUNCTION: The Executive Director is responsible for implementing agency goals, mission, and policies as developed by the Board of Directors. The Executive Director implements procedures regarding all aspects of operations including strategic planning, fundraising, financial affairs, and personnel management as well as developing strong community and external agency relationships in the agency' service area. This is a full-time position.

II. CHARACTERISTIC DUTIES including the following. Other duties may be assigned.

1. Monitors and directs all operations of the Center.
2. Attends Board of Directors meetings and reports o the Board on all operational issues.
3. Formulates and implements policies and procedures for the Center in consultation with Board, staff, and volunteers.
4. Complies with the State Court Administrator's Office required policy and procedures.
5. Manages human resources issues for all staff members, including hiring, benefits, evaluation, corrective actions, and termination of employment.
6. Has ultimate responsibility to recruit, direct, evaluate, and manage all volunteers.
7. Acts as a liaison with all outside agencies, courts, organizations, and volunteers as well as serving as a liaison between the Board, staff and volunteers.
8. Actively participates in committees and workgroups within the community and with organizations that promote alternate dispute resolution.
9. Supervises and approves all promotional materials and publicity including press releases, newsletters, educational materials, web site and brochures.
10. Provides the Board of Directors with financial reports.
11. Oversees and monitors all educational programs of the Center.

III. RESPONSIBILITIES: Reports directly to the Board of Directors. Responsible for maintaining the confidentiality of designated information. Performs all duties in compliance with applicable agency policies and procedures as well as state and federal requirements.

IV. REQUIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Any equivalent combination of education, training and experience, which provides the required knowledge, abilities, and skills, may be considered.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum: A bachelor's degree with management of staff and volunteers experience.

Preferred: Demonstrated experience in contracts, grant applications, and renewal, and budgeting. Demonstrated experience in nonprofit management including program development, financial resource development, personnel management, and financial management, Demonstrated knowledge of alternative dispute resolution techniques, concepts, practices and procedures with emphasis on facilitated mediation.

Ability to:

1. Work independently, maintain good attendance and punctuality, as well as professional appearance.
2. Listen well, exercise good judgment, inspire and motivate staff and volunteers.
3. Apply knowledge of business management principles involved in strategic planning and resource allocation.
4. Use computer software such as e-mail, word processing, spreadsheet, and databases to manage Center operations as appropriate.

V. SALARY AND BENEFITS: The Westshore Dispute Resolution Center maintains a competitive salary and benefit package.