

COMMUNITY COUNCIL OF THE RIO GRANDE VALLEY, INC.

JOB TITLE: Executive Director Amended: May 12, 2011

REPORTS TO: The Board of Directors Filing Deadline: May 19, 2011

SUMMARY

The Executive Director is the chief executive officer of the *Community Council of the Rio Grande Valley, Inc.*, an information and referral network agency that provides information and referral services for human services and resources including disaster relief information to citizens of Starr, Hidalgo, Willacy and Cameron Counties, utilizing the statewide Texas 211 dialing code system 24 hours a day, seven days a week.

Reporting to the board of directors, the executive director will provide leadership to the organization and manage its day-to-day affairs in keeping with its mission. Must have experience in nonprofit management and laws related to running a nonprofit organization. This is a full-time position located in Weslaco, Texas.

BOARD: Experience working with a board of directors to fulfill its responsibilities, specifically, but not limited to:

- Prepares agendas, minutes, financial reports, supporting documents, etc. for board meetings,
- Develops an annual calendar of events with the board that incorporates board meetings, quarterly and yearly board issues,
- Keeps the board informed on the status of the organization or issues that need to be addressed.
- Develops policies and procedures for board approval.
- Executes all board directives as approved.
- Provides for strategic planning, board development and orientation of new members.
- Maintains confidentiality and a positive, healthy relationship with the board of directors.
- Represents the board and the agency in a positive manner.

MISSION: Oversees the development, implementation, evaluation of programs and services that support the mission and complies with all local, state, and federal 211 system requirements.

Specifically,

- Implements a strategic plan for the organization.
- Establishes benchmarks for operations in keeping with the strategic plan and mission.

STAFF: Experience with personnel and human resources management and interpersonal relations sufficient to be responsible for the recruitment, employment, and release of all personnel, specifically:

- Conducts yearly staff performance evaluations using current job descriptions in collaboration with the office manager.
- Conducts regular staff meetings to keep abreast of database maintenance, personnel issues project problems and ensures staff submits updated project reports (i.e., directory, military project, vita, child care outreach) on time.

- Makes provisions for staff workshops on TIRN standards compliance to ensure certified staff maintains their certification and works with eligible staff to gain certification (TIRN contract).
- Motivates staff to work as a team by maintaining positive and harmonious relationships with staff and volunteers and ensures a work climate that allows for quality work performance.
- Provides for active volunteer participation to support staff loads.

FINANCIAL OPERATIONS: Experience with nonprofit recordkeeping, budget preparation, and expenditure monitoring to ensure compliance with federal and state standards, specifically:

- Prepares a yearly budget, collaboratively with the staff and the board.
- Authorizes all expenditures and ensures effective audit trails.
- Ensures the bookkeeper maintains financial statements, budget reports, contracts and grants fund statements according to grant specifications, fiscal standards of recordkeeping and grant reporting and audit recommendations.
- Ensures major operational grants are resubmitted every three years for funding and subsequent grant reports are submitted.
- Prepares and submits yearly contracts with stakeholders (Operation plans, TWC-child care contract, Summer Food Project) and invoices are submitted for grants on a yearly basis.
- Works with staff to prepare and submit other grant applications to increase or leverage funds as appropriate.

INFORMATION NETWORK: Maintains networking relationships with the Texas Information Resources Network (TIRN) and Area Information Centers (AIC) specifically:

- Attends and participates at meetings with (TIRN) in Austin.
- Ensures quarterly and monthly information reports are maintained with TIRN.
- Maintains ongoing communication with TIRN and other AIC's via emails and other means.
- Maintains and/or develops cooperative agreements/arrangements designed to leverage funds and resources for the provision of volunteer action services.

DISASTER RELIEF: Acts as first responder, or as designated, Incident Commander working collaboratively with other agencies in the area to provide the community with information, and services for disaster relief. Also works collaboratively with staff and other AICs to manage demands of local and statewide disasters.

STANDARDS: Conducts accreditation audits and standards with the Alliance for Information and Referral Systems (AIRS) specifically:

- Ensures AIRS reports are submitted on a timely basis.
- Conducts audits as per standards.
- Keeps abreast of changes via AIRS conferences at least every two years.

CLEARINGHOUSE: Maintains a clearinghouse of social services and human resources available for needy, low income persons in the Rio Grande Valley specifically:

- Publishes and markets a Community and Development Blue Book for non-profits in the Rio Grande Valley.

PUBLIC RELATIONS: Acts as the agency's public relations representative to:

- Inform and publicize services via marketing of social service tools to the public.

- Markets the agency's services, programs and goals to service organizations and state agencies via presentations and website information.

COMPUTER NETWORKS: Possesses general knowledge of electronic computer networking systems and has hands on working experience using computer software systems such as: Email, Internet, MS Word, Power Point, Excel and Quick Books programs.

QUALIFICATIONS

- Minimum Bachelor's Degree in Social Science or related field. Prefer Masters in Social Work and LMSW.
- Non-profit management, administration and supervision experience preferred.
- Prefer individual with knowledge about regional, state and national information & referral systems, and local social service programs.
- Willingness to learn and commit to the 211 system mission is essential
- Possess valid driver's license (Personal use of vehicle required for travel)
- If hired, must possess valid documents to work in the U. S.
- If hired, must pass a background check

PERSONAL CHARACTERISTICS

- Demonstrates strong presentation, English writing and speaking skills and fluent in Spanish.
- Able to work with all kinds of people collaboratively with mutual respect
- Possesses strong interpersonal skills of listening, communicating, networking, mediating and problem solving.
- Ability to inspire, motivate and empower others.
- Committed to teamwork, recognizing the power of diverse skills and viewpoints
- Able to multitask, detailed, organized, but also flexible
- Has a sense of humor
- Dependable and trustworthy
- Adheres to high ethical standards and good work ethic-goes the extra mile to get things done
- Possesses high personal integrity

EEOC STATEMENT:

Community Council of the Rio Grande Valley is an equal opportunity employer. CCRGV is committed to a policy of providing employment opportunities to all qualified people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, age, veteran status, or physical or mental disability.