



## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

### **POSITION SUMMARY:**

The executive director is responsible for the overall administration and management of Florida House Institute, including services, programs, fundraising, and business operations. Areas of responsibility include planning and evaluation, policy development and administration, personnel and fiscal management, fund development and community relations. This is a full-time position, hired by and directly accountable to the board of directors.

### **RESPONSIBILITIES:**

1. **FUND DEVELOPMENT & COMMUNITY RELATIONS**
  1. Work in partnership with the board of directors to ensure adequate financial resources.
  2. Provide leadership in the identification, cultivation, solicitation, and stewardship of donors.
  3. Serve as chief liaison with specific community groups.
  4. Ensure appropriate representation of Florida House Institute by all employees.
  5. Coordinate representation of Florida House Institute to legislative bodies and other groups.
  6. Research grant funding opportunities, prepare proposals, and manage award requirements.
2. **MANAGEMENT AND ADMINISTRATION**
  1. Develop in partnership with the board of directors an active planning process.
  2. Develop annual operational goals and objectives consistent with the mission, vision, and strategic plan approved by the board of directors.
  3. Develop in partnership with the board of directors operational policies and administers approved policies.
  4. Oversee all programs, services and activities to ensure that program objectives are met.
  5. Oversee business development.
  6. Ensure compliance with funding sources and regulatory requirements.
  7. Provide information for evaluation of the organization's activities.
3. **FISCAL**
  1. Develop, recommend, and monitor annual and other budgets.
  2. Ensure effective audit trails.
  3. Approve expenditures.
  4. Provide for proper fiscal record-keeping and reporting.
  5. Submit monthly financial statements to the board of directors.
  6. Prepare and submit grant applications and funding proposals as appropriate.
4. **PERSONNEL**
  1. Administer board-approved personnel policies.
  2. Ensure proper (legal) hiring and termination procedures.
  3. Oversee any and all disciplinary actions.

4. Establish productive staff relationships and provide for adequate supervision and evaluation of all staff and volunteers.
5. BOARD RELATIONS
  1. Assist the board chair in planning the agenda and materials for board meetings.
  2. Initiate and assist in developing policy recommendations and in setting priorities.
  3. Work in partnership with the board to recruit, orient, and educate new board members.
  4. Work in partnership with the board to evaluate performance of board members and the collective board and to develop and implement plans to improve the overall effectiveness of the board of directors.
  5. Staff board committees as appropriate.
6. FACILITIES & RISK MANAGEMENT
  1. Oversee and manage the development and maintenance of the facilities and grounds
  2. Ensure adequate general liability and property insurance coverage and take proactive measures to prevent risks, accidents and claims.
  3. Periodically review risks, risk control strategies, and insurance coverages.

#### **QUALIFICATIONS:**

- A focus on and passion for Florida House Institute's mission and a commitment to achieving the vision.
- Bachelor's degree in business administration, community planning, building science, economic development or related field.
- 5+ years of highly successful executive management experience. Experience in the nonprofit sector preferred.
- Working knowledge of ecology, health, green building, and home energy efficiency.
- Demonstrated leadership in forging new business opportunities and processes.

#### **SKILLS & ABILITIES:**

- Strong written and verbal communication skills
- Project management and effective delegation skills
- Organizational development and strategic thinking & planning skills
- Group facilitation and consensus building skills
- Ability to build partnerships and collaborative relations with broad community representation