



Nexus Inland Northwest Executive Director

Job Description

By the authority delegated by the Board of Directors, the Executive Director is responsible for the center's consistent achievement of its mission and financial objectives. In program development and administration, the Executive Director will:

Leadership & Management

1. Assure that the center has a long-range strategy which achieves its mission, and toward which the organization and staff make consistent and timely progress
2. Provide leadership in developing program, organizational and financial plans with the Board and staff, and carry out policies authorized by the Board
3. Lead, coach, develop, and retain Nexus Inland Northwest's staff
4. Promote active and broad participation by volunteers in all areas of the center's work
5. Maintain official records and documents, and ensure compliance with federal, state and local regulations
6. Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents

Fundraising, Communications, & Community Relations

1. Keep Board fully informed on the condition of the center and all important factors influencing it
2. Publicize the activities of the center, its programs, and goals
3. Build relationships and cooperative arrangements with community groups and organizations including the Spokane and Northern Idaho Deaf communities
4. Represent the organization to state and local agencies, organizations and the general public
5. Present information and respond to questions from clients, customers, staff, and the public

Staff Relations

1. Responsible for oversight of all personnel, both paid staff and volunteers
2. Ensure that job descriptions are developed, annual performance evaluations are held, and sound human resource practices are in place

3. Encourage staff and volunteer development and education and assist program staff in relating their specialized work to the total program of the organization
4. Maintain a climate which attracts, keeps and motivates a diverse staff of top quality team

Business Development & Finance

1. Actively seek new state, federal, and private grants and other sources of funding
2. Ensure established funding requirements are maintained as prescribed by lenders
3. Work with the staff, finance committee, and the Board in preparing an annual budget
4. Jointly, with the Chair and Secretary of the Board of Directors, conduct official correspondence of the center, and jointly, when required with designated officers, execute legal documents

Qualifications

The Executive Director will be thoroughly committed to Nexus Inland Northwest's mission. All candidates should have proven leadership, coaching, and relationship management experience.

Specific requirements include:

- Bachelor's degree with at least 5 years of Business Management or comparable experience
- Track record of effectively leading a local, regional and/or national performance- and outcomes-based organization and staff
- Ability to point to specific examples of having developed and operationalized strategies that have grown an organization
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Fluent in American Sign Language (ASL) and have extensive knowledge of Deaf culture
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Excellent relationship-development skills with key stakeholders including Board, staff, community, clients, business partners
- Mission-driven, passionate, idealistic, integrity, positive attitude, and self-directed
- Action-oriented, self-motivated, independent, entrepreneurial, adaptable, and collaborative
- Ability to work effectively in collaboration with diverse groups of people, groups, and communities