

VERMONT FAMILY NETWORK, INC.  
EXECUTIVE DIRECTOR

GENERAL FUNCTION:

Under the general guidance of the Board of Directors, the Executive Director is responsible for the implementation and articulation of the Vermont Family Network's mission and purpose and insures its integrity. The Executive Director will provide overall leadership for the organization and in cooperation with the Board; the Executive Director establishes major direction for the organization.

QUALIFICATIONS:

- Bachelors or Masters degree in human services, education, social work, non-profit management, or public administration or an equivalent combination of education and experience is required.
- Minimum of eight years of senior-level experience leading complex non-profit organizations in the areas of education, family support, early intervention, and/or disabilities, or comparable/relevant field.
- Extensive knowledge of family-centered care, family support, disabilities, special education and disability law and issues faced by families who have children with special needs.
- Extensive experience and connections (local, state, national) in the area of fundraising and resource development including demonstrated success achieving significant annual financial goals.

RESPONSIBILITIES:

Communication

- Develop and participate in collaborative teaming at all levels
- Share information in clear, honest, humble and inspiring manner.
- Resolve conflicts effectively while demonstrating flexibility, empathy, humor and creativity.
- Request or seek out information as necessary

Organizational Management and Development

- Under the guidance of the Board of Directors, develop and implement the organization's vision, mission, policy, and strategic plan.
- Continuously assess and improve infrastructure of the organization to better meet the needs of families, staff, and the community.
- Implement Board approved policies.

Personnel Management

- Hire, train, supervise, and evaluate senior management staff.
- Ensure fair, respectful and equitable employment policies and practices.
- Manage, develop, and inspire a leadership team and staff that work in an integrated yet entrepreneurial way to achieve major goals, using coaching, mentoring, and delegation.
- Create and maintain a healthy, respectful, and collaborative work environment.

### Fiscal Management

- Oversee the development of the annual budget.
- Monitor organization income and expenditures.
- Oversee financial reporting, including federal and state grant reports.
- Oversee and participate in annual financial audit.
- Monitor implementation of accounting policies and procedures.
- Direct the preparation and management of annual budget and report to the Board for approval.
- Direct the process of budget control, prioritizing VFN's needs and utilizing funds in the best interest of VFN.

### Program/Resource Development, Management, Evaluation

- Oversee the writing of grants, effectively connecting programs to funding.
- Ensure fundraising activities and creatively generate other resources to meet and increase the organization's annual budget for unrestricted revenue.
- Oversee and promote program development and effectiveness.
- Evaluate and maintain the effectiveness and impact of Vermont Family Network programs.
- Analyze, interpret, and evaluate major trends in family support and advocacy.

### Public Policy Development

- Maintain expertise in national, state, and local policies, practices, procedures, and systems that affect children and families.
- Analyze and share information about public policy, regulations, laws, precedents, and practices that affect the welfare of children and families.
- Advocate improvements in public policy, laws, and systems that are relevant to children and families.
- Serve as Vermont Family Network's spokesperson regarding public policy issues.
- Directly participate in planning, policy, and legislative activities locally and nationally to promote family-centered policy and practices.

### Community Relations

- Oversee the expansion of the organization's visibility in educational, medical, and business communities across the state.
- Develop strategic and collaborative partnerships with leaders of local, state, and national agencies, organizations and legislative bodies around issues and opportunities of common interest.
- Represent the organization at public events.
- Serve as a speaker at conferences and other venues.
- Direct the management and communication of public relations and marketing activities.