

	Executive Director
REPORTS TO (title)	Board of Directors
DEPARTMENT/REGION NAME	Statewide
FTE	1.0/Full Time
FLSA	Exempt
PAY GRADE	21

EXECUTIVE DIRECTOR

OFSN strives to create a team of engaged employees who represent diverse backgrounds, languages, points of view and experiences. We understand that achieving equity is a continuous process, and we work to maintain the highest standards of ethics, transparency, and accountability.

OFSN is a family run organization that values those who have direct experience raising a child with significant mental health or behavioral health challenges. OFSN gives preference to hiring individuals who have this direct lived experience.

PRIMARY PURPOSE

The Executive Director (ED) is responsible for statewide and local advisory and policy boards representation, assessing the efficiency of the organization's business practices which include but are not limited to developing and implementing strategies to promote the organization's mission and voice, fundraising, program development, financial management, and building a team of leaders. As a mentor to staff, the ED will motivate and empower the team to achieve their best work.

In addition to their operational responsibilities, the ED is a passionate leader who inspires others to engage with OFSN's mission. They will work closely with the Board of Directors to ensure that the organization is fulfilling its mission and serving its constituents effectively. The ED will also be responsible for cultivating and maintaining relationships with key stakeholders, including donors, partners, and community leaders.

The ED provides oversight and leadership for the organization's administration and strategic operations. The ED builds the organization's leadership team by hiring for key roles and directs training of employees to carry out the company vision. The ED collaborates with the Board of Directors that works as a team to govern overall business activities and relationships. The ED's role is to assess the efficiency of the business practices and design strategic improvements to grow and sustain the organization. The ED guides the organizational culture and directs communication to reinforce the organization's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administration and Strategic Operations: (50%)

- Serve as a servant leader to the organization's staff, providing guidance, motivation, and support to help them succeed in their roles.
- Develop and maintain resources and support to ensure smooth operational functions, i.e., Human Resources, Fiscal Management, Communications, Marketing and Outreach, Training & Workforce Development, Leadership Development and Field Operations.

- Work closely with executive level leadership to establish budget priorities, and to finalize OFSN contract negotiations at the state, regional and local level.
- Prioritize and allocate available OFSN resources, review and evaluate program and service delivery, and execute changes in operations to achieve maximum service provision.
- Monitor company operations and ensure employees and business practices comply with regulatory and legal requirements.
- Develop the organizational culture and promote transparency and collaboration throughout the organization.
- Identify potential risks and opportunities within the organization and its environment to protect business interests.
- Be an industry thought leader and be on top of the trends and developments in child and family behavioral health.

Financial Accountability: (20%)

- Responsible for the fiscal integrity of the organization to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Ensures that OFSN is financially viable by developing resources sufficiently to maintain viability of the organization.
- Responsible for financial management, ensuring funds are utilized in the manner they have been received.
- Develop and increase funding and other resources to support OFSN to ensure infrastructure growth and capacity in alignment with OFSN Mission & Vision.
- Develop Annual Budget and set organizational policies to ensure OFSN financial records are in accordance with GAAP (Generally Accepted Accounting Procedures).

Board Collaboration: (15%)

- Collaborate with the board of Directors to identify, create, and implement strategic plans to actualize organizations objectives.
- Help build, sustain, and strengthen all board functions, such as meetings, policy compliance, and committee work.
- Advise OFSN Board on operational or policy issues, changes, and emerging trends to achieve maximum effective organizational performance of contract deliverables and strategic planning goals and objectives.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Community Relations and Communication (Local, State, National): (15%)

- Model and promote the organization's values and culture, setting a high standard for ethical and effective behavior in all interactions.
- Articulate the organization's vision, mission, theory of change, statement of need, unique value proposition, and overall strategy and direction of the organization.

- Develop and maintain strong relationships with peers, donors, workforce associations and the media to build alliances and strategic partnerships.
- Develop and implement a comprehensive marketing and communications strategy to increase the organization's visibility and reach.
- Develop legislative policy positions and partnerships at the local, state and national level.
- Communicate regularly with stakeholders and the public.
- Promote the organization's programs and services to key stakeholders, including donors, volunteers, community partners, and the media, to increase awareness and support for the organization's mission.
- Represent OFSN through public and media relations as spokesperson on specific children's mental and behavioral health topics, programs, and as appointed on state level policy advisory committees, task forces, or other appointed committees.

OTHER DUTIES AND RESPONSIBILITIES

- Other duties as assigned or needed by the organization.

QUALIFICATIONS

- Must be able to meet all state requirements and be registered as a Traditional Health Worker with a worker type of Family Support Specialist within 6 months of hire.
- An advanced degree is required in a related field. This means an academic degree that is earned beyond the bachelor's degree level, such as a master's or doctoral degree.
- Extensive knowledge of family driven care, children's system of care, and Oregon's child serving system.
- Knowledge of non-profit management, accounting, and business development.
- Experience networking with family run organizations, government agencies, provider communities, and other systems providers involved in Oregon's system of care for children and families.
- Strong leadership skills and public speaking skills.
- Understand federal Medicaid and state funding resources.
- Understand Oregon's child serving systems (health, education, developmental disabilities mental/behavioral health, child welfare, and juvenile justice).
- Excellent written and verbal communication skills, and ability to present and work with diverse audiences, specifically racial, ethnic, gender expression, socioeconomic, education, spiritual and alternative cultural backgrounds.
- Must be able to pass preemployment requirements, which includes a criminal and abuse background check.
- Ability to represent complex and diverse issues in an articulate and compelling manner.
- Demonstrated ability to bring multiple views and perspectives together for common services, support, and outcomes.
- Must be able to work with multiple projects within tight timelines and deadlines.
- Demonstrate excellent organizational and time management skills.
- Proven ability to work independently and part of a team.
- Have reliable transportation, valid and current automobile insurance and an insurable good driving record, or access to reliable transportation.
- Knowledge and understanding of confidentiality standards according to HIPAA.
- Comprehensive knowledge of, or ability to use, Microsoft Office (such as Word, Excel, PowerPoint), database, electronic health record software, and virtual platforms (such as Zoom and Google Meets).

1. PHYSICAL DEMAND - Use the following to indicate the type, amount, and frequency of physical effort typically required to perform the essential functions of the job acceptably; including the work positions in which the effort is applied. Physical effort refers to manual effort and may include lifting, moving, pulling, pushing, carrying, manipulating, shoveling, etc.

A. The physical effort typically applied in this job includes (check all applicable boxes):

<input checked="" type="checkbox"/> Lifting	<input type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Reaching	<input type="checkbox"/> Manipulating
<input checked="" type="checkbox"/> Carrying	<input type="checkbox"/> Pushing	<input type="checkbox"/> Shoveling	<input checked="" type="checkbox"/> Keying/typing
<input type="checkbox"/> Other (specify)			

B. Check the box that best reflects the amount of effort typically applied and the frequency of application (Note: Whereas the following chart refers to lifting, any equivalent effort may be substituted):

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.				X
Between 1 & 5 lbs.	X			
Between 5 & 25 lbs.	X			
Between 25 & 60 lbs.				
More than 60 lbs.				

C. The effort reflected in the above chart is typically applied in the following work positions (check those applicable):

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input type="checkbox"/> Other (specify)		

2. MENTAL OR VISUAL DEMAND - Check the statement below that best describes the degree of mental and/or visual fatigue typically sustained through the application of mind and eyes in performing the job (please edit statement as needed to fit job):

<input type="checkbox"/>	Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.
<input type="checkbox"/>	Frequent mental and/or visual attention; the flow of work is either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved.
<input type="checkbox"/>	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
<input type="checkbox"/>	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
<input checked="" type="checkbox"/>	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

3. WORKING CONDITIONS - Use the following to indicate the presence, relative amount of, and continuity of exposure to disagreeable elements typically found in the physical work surroundings.

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area (check all applicable boxes):

<input type="checkbox"/> Dust	<input type="checkbox"/> Dirt	<input type="checkbox"/> Heat	<input type="checkbox"/> Cold
<input type="checkbox"/> Fumes	<input type="checkbox"/> Noise	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input type="checkbox"/> Other (specify)			

B. Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above (please edit statement as needed to fit this job):

<input type="checkbox"/>	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
<input checked="" type="checkbox"/>	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
<input type="checkbox"/>	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
<input type="checkbox"/>	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
<input type="checkbox"/>	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

4. ATTENDANCE - While all employees are expected to comply with company attendance standards, the nature of some positions may require different standards in order to fulfill the essential functions of the job. Indicate below if compliance with the general company attendance standards is acceptable, or if different standards apply (please be specific):

Compliance with general company standards.
May include some evenings and weekends.

5. SAFETY - While all employees are expected to comply with company attendance standards, specific practices as identified through job safety analysis (JSA) may be required. (JSA attached) Indicate below if compliance with the general company safety standards is acceptable, or if different standards apply (please be specific):

Compliance with general company standards.
Additional safety precautions apply, including communicating status of location, adhering to safety protocols for community-based work and emergency situations.

6. EEO CLASSIFICATION - This section should be completed by the Human Resources Department. It classifies positions for specific state and federal reporting requirements.

<input checked="" type="checkbox"/> Executive/Senior Level Managers (1.1)	<input type="checkbox"/> First/Mid-Level Managers (1.2)	<input type="checkbox"/> Professional (2)	<input type="checkbox"/> Technician (3)
<input type="checkbox"/> Sales (4)	<input type="checkbox"/> Administrative Support Workers (5)	<input type="checkbox"/> Craft Worker (6)	<input type="checkbox"/> Operative (7)
<input type="checkbox"/> Laborer (8)	<input type="checkbox"/> Service Worker (9)		

7. SIGNATURES & DATES - NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>

