

West Midland Family Center
Executive Director Job Description

Revised 7/15/2024

West Midland Family Center

For 50 years, West Midland Family Center (WMFC) has been an organization that empowers families to grow together in a positive and enriching environment. We strive to create thriving families by improving individual self-worth, helping others, and creating a fit and healthy community. Families feel safe at WMFC because they know that the programs are designed, and our staff is selected, with them in mind. Our vision is to help each community member TODAY to reach their full potential TOMORROW.

WMFC Mission Statement

Enhance the quality of life for each generation by providing growth and achievement opportunities within a caring environment.

Position Summary

The Executive Director, accountable to the Board of Directors, has overall responsibility for the staff, finances, programs, community relations, and physical facilities of WMFC, as it seeks to fulfill its mission.

Essential Duties and Responsibilities

1. Implement the processes to recruit, select, on-board, supervise, develop and, when needed, terminate staff. Effectively manage the center through designated department heads.
2. Work closely with the Chief Financial Officer (CFO) to understand and communicate the financial health of the organization and set strategies to achieve the mission while operating in a prudent financial manner. To administer salaried staff personnel policies and procedures including compensation and benefits.
3. Responsibly administer the Center's operating budget, including the development of revenue sources, allocation of funding, and the controlling of costs within budgeted amounts while minimizing risks to the Center.
4. Provide oversight for planning of programs of center users of all ages: pre-school, elementary, middle school and high school age children as well as young, middle aged and senior adults.
5. Encourage and supervise the utilization of volunteer staff at the Center, including needs assessment, recruitment, training, overall coordination and recognition for service.
6. Supervise the maintenance and operation of the building, furnishings and grounds of the Center.
7. Establish and maintain the Center's cooperative relationships with other health, education, recreation and human service organizations and agencies within the community.
8. Ensure that the operation of the Center follows all appropriate laws, regulations and policies.
9. Serve as a resource person to all committees under the Board of Directors.
10. Advise, recommend to, and assist the Board of Directors in formulating and implementing policies of the Center.
11. Negotiate lease arrangements for offsite classrooms.

Experience Required (Education and/or Job Related)

1. Bachelor's degree in a related field or an equivalent combination of education and experience sufficient to demonstrate the ability to perform the job.
2. Three to five years of experience as an Assistant Director or Director of a community service agency or equivalent, which included responsibility for:
 - a. Understanding of physical plant operations.
 - b. Budget creation and accountability.
 - c. Funding and development, including United Way management and funding.
 - d. The establishment of good relationships with the community and with individual and agency funders.
 - e. Fund development in various forms: grant writing, direct appeal, legacy development, and foundation, local, state and United Way grants.
 - f. Program development, staffing, and operations.
 - g. Experience in pre-school, teenage, adult and senior educational, recreational, or social programs.
 - h. Experience in the recruitment, utilization of and retention of volunteers.
 - i. Strategic planning experience
 - j. Risk management understanding.

Personal Qualities and Characteristics Desired

1. A passion and commitment to provide service to all members of the community in support of the Center's mission statement.
2. Strong human relations skills.
3. Initiative: A self-starting nature, a proactive approach, and persistence in overcoming difficulties that arise in pursuit of a goal.
4. Strong administrative skills, i.e. the ability to plan, organize, control and delegate.
5. Strong verbal and written communications skills.
6. Strong leadership skills, i.e. the ability to motivate, inspire and set direction.
7. The ability to relate to individuals from diverse backgrounds and cultures.
8. An understanding of cultural competence, especially as it pertains to the culture of poverty.
9. A friendly, approachable personality.
10. The ability to multi-task.
11. Visionary: Holds a vision for the future and the Center's position therein.
12. Good community awareness and presence – desire and ability to be engaged within the Midland community on behalf of and to the benefit of the Center.
13. An interest in social media and technology.

Physical/Mental Demands and Environment: The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

1. Physical Demands

While performing the duties of this position, the employee is frequently required to sit, talk and hear. The employee is frequently required to walk and use hands to finger, handle, feel and operate objects, tools, or controls; reach with hands and arms; lift and/or move up to 20 lbs. The employee is occasionally required to traverse uneven terrain, balance, stoop, kneel, crouch or crawl. Specific vision abilities required include close vision and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

The employee must be able to hear within normal audio range with or without correction. While performing the duties of this job, the individual must be able to regularly move around the office and facility; must be able to drive and attend meetings at off-site locations; must be able to work at a desk with office equipment; must be able to communicate with individuals in person and by telephone; must be able to repetitively operate all standard office equipment; will be required to occasionally lift objects weighing up to 20 pounds.

2. Mental Demands

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; and interact with other coworkers, other departments, and others encountered in the course of work.

Environment: Work is performed primarily in a standard office setting. Some outdoor work is required where the employee could occasionally be exposed to wet, cold, snowy and/or humid conditions, heat and/or sun, and/or airborne particles. The noise level is usually quiet in the office, moderate in the field and at events.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position is considered at will and serves at the pleasure of the Board of Directors. The job description does not constitute an employment agreement and is subject to change by the employer as the needs of the organization and the requirements of the job change.