

### Summary

The Executive Director is responsible for providing leadership for the organization and its team members as the mission-related work is pursued. This position performs functions related to human resources, financial management, fundraising, and community awareness. They are accountable to the Board of Directors and the policies and procedures established by the organization.

### Responsibilities

- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly.
- Responsible for managing organizational finances to include operating within the approved budget, ensuring maximum resource utilization, and maintaining a positive financial position.
- Responsible for representing and facilitating community confidence in the organization by working collaboratively with other public and private organizations in the community.
- Responsible for coordinating a marketing and communication plan with strategies to expand external understanding of the organization's mission and programs.
- Responsible for fundraising coordination to include event planning, grant writing, and donor development/stewardship.
- Responsible for grant and contract administration in collaboration with Program Directors, which involves project planning, data collection, report compilation, and budget compliance.
- Responsible for working with the Board of Directors, Program Directors, and a hiring committee to recruit, hire, and onboard competent qualified staff.
- Responsible for the support and oversight of existing staff members, including scheduling, training, performance assessment, and professional development.
- Responsible for implementing and monitoring the organization's policies and procedures as outlined in the Employee Handbook.
- Responsible for the implementation of time tracking methods and processing payroll and benefits for employees across all programs.
- Responsible for demonstrating positive leadership qualities, practicing effective interpersonal communication, and managing with a strength-based mindset.
- Responsible for guiding the team through problem-solving and debriefing practices with the intent of ongoing learning and continual improvement.

- Responsible for all other duties assigned by the Board of Directors.

## Required Skills

- Knowledge of marketing strategies with the ability to publicly represent the organization.
- Knowledge of basic financial practices to include budgeting, tracking, and reporting.
- Knowledge of fundraising strategies with an emphasis on donor stewardship.
- Willing to serve all demographics with compassion and without judgement.
- Work effectively with a team, demonstrating a friendly and positive attitude.
- Practice strong interpersonal and direct communication skills
- Able to make decisions and problem-solve in chaotic and/or stressful situations.
- Develop an awareness of community services and resources.
- Demonstrate flexibility with working hours and changing priorities.
- Collaborate with others to manage multiple situations and priorities effectively.
- Express ideas clearly and concisely in both verbal and written form.
- Display situational awareness skills with a priority for safety.
- Exercise mature judgement and maintain personal and professional integrity.
- Manage time to complete tasks in a timely and efficient manner.
- Be punctual, accountable, and consistent in performance.
- Display appropriate, professional, and healthy boundaries.
- Handle confidential information with discretion.

## Qualifications

### Required Qualifications

- Driver license, clean driving record, auto insurance, and access to a personal vehicle.
- Able to pass a pre-employment drug screening.
- Able to pass a background check without history in the following areas:
  - Conviction of sexual crimes
  - Conviction of crimes against children or elderly
  - Active criminal charges involving assault on a law enforcement officer

### Hiring Preferences

- 5+ years of senior nonprofit management experience or related education.
- 3+ years of experience working with the targeted population or in social services.
- Proven leadership, coaching, and relationship management experience.

## Work Environment

An employee must meet the demands described here to perform essential functions of the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- This job is performed inside and outside of an office setting.
- This job is performed in all weather conditions when necessary.
- This job may require long periods of sitting or standing.
- This job may require walking long distances on rugged terrain.
- Must be able to lift and carry 25 lbs.
- Frequent driving within the Rapid City area.

This unique position requires team members to have strong emotional skills and handle high stress & chaotic situations while maintaining strong personal mental health.

## Schedule & Compensation

This is a full-time, salaried position at 40 hours per week, 8am to 5pm Monday through Friday with occasional night and weekend responsibilities. The salary range for this position is between \$65,000 to \$75,000 per year. Final salary offers will be commensurate with experience. Benefits include paid time off.

## How to Apply

Please e-mail your application that must include the following materials, to [Jessica.Rogers@blackhillscorp.com](mailto:Jessica.Rogers@blackhillscorp.com). Applications can be addressed to 'Journey On Executive Director Search Committee.' Review of applications will begin on April 1st, 2024 and continue until the position is filled.

Questions about applications can be sent to [Jessica.Rogers@blackhillscorp.com](mailto:Jessica.Rogers@blackhillscorp.com).

Application must include:

- Cover Letter
- Resume/CV
- Question Responses Document, addressing the following three questions:
  1. What is your approach to leadership and why you feel you are a qualified leader for Journey On?
  2. What is your experience working with vulnerable populations and why you feel this work is important?
  3. What is your experience working in organizations focused on community service and/or community safety?

4. What is your experience living and/or working in the Rapid City's North Side Neighborhood, or working with the local Indigenous population?

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the organization's ongoing needs.