

## ***EOC EXECUTIVE DIRECTOR JOB DESCRIPTION***

**POSITION:** Executive Director

**DEPARTMENT:** Executive

**REPORTS TO:** Board of Directors

**SUPERVISES:** EOC Staff

### **BASIC FUNCTION:**

Under the supervision of the Board, provides executive leadership of the Agency. Responsible to the Board for effectively managing the organization to achieve its goals and objectives, and to satisfy all its contractual and grantee obligations. Stimulates a better utilization of resources toward eliminating poverty. Carries out policies and programs which focus on increased support from private and public sectors to include: secure supplemental funding for new and innovative services for the economically disadvantaged; seeks institutional changes via advocacy.

### **PRIMARY RESPONSIBILITIES:**

- 1) Direct and supervise the activities of the staff. Develop goals, objectives and operating policies to guide the organization. Develop long range planning capabilities within the Agency.
- 2) Ensure staff execution of policy decisions made by the Board' provide administrative and technical assistance to the Board and its committees, and function as the primary communications line between the Board and staff.
- 3) Review the preparation of program proposals, the conduct of regular program evaluations and the development of recommendations for change in ongoing programs. Review the negotiations of contracts with delegate agencies and other outside agencies. Present proposed contracts to the Board for approval.
- 4) Assist the Board in interpreting the policies, directives and instructions of State and Federal funding resources.
- 5) Represent EOC in its relationship with Federal funding sources; seek out opportunities within these sources for funding of new and innovative EOC programs.
- 6) Aggressively seek out non-Federal support, both financial and non-financial from such sources as State and local governments, foundations, private industries, the academic community and other institutions.
- 7) Ensure that internal EOC programs are effectively coordinated and that they complement and are appropriately linked with other social service agencies within the community.
- 8) Establish and maintain relationships with civic, political and social organizations with the community; communicate EOC's activities and objectives.
- 9) Through supervision of, and a close working relationship with program managers, provide overall policy guidance and coordination of the operational arms of the Agency.

- 10) Authorize employment, suspension, discharge, transfer, promotion or change in compensation of subordinate staff; conduct performance evaluations of all staff reporting to the Executive Director.
- 11) Perform other duties as requested by the Board.

**MINIMUM QUALIFICATIONS:**

- 1) Master's degree from an accredited college or university (with major course work in social work, business administration, public administration and education).
- 2) Must have demonstrated ability to direct, organize and coordinate the activities of a professional staff in the administration of a versatile organization.
- 3) Ability to interface with the Board of Directors and attain a positive working relationship.
- 4) Knowledge of management principles, practices and techniques applicable to the organization and management of a community action agency.
- 5) Ability to lead and direct subordinate staff.
- 6) Must have exceptional communication skills, both oral and written; a verbal facility to communicate effectively with the target population, local political personages and other members of the community.
- 7) Extensive non-profit and/or philanthropic leadership experience, ability to manage the boundary between executive leadership and a governing board, and a lifelong history of public service.
- 8) Profit and loss experience, a strategic perspective, entrepreneurial ability, and proven leadership, with a broad array of skills transferable to a mid-sized non-profit organization.
- 9) Comfort with information technology and the ability not only to employ new technologies but to engage internal and external technical expertise to update infrastructure in support of efficient and effective operations.
- 10) Flexibility to be accessible and present to all constituencies; the ability to lead from behind or by example; the mature judgment and confidence to follow and to give credit wherever due; the internal strength and humility to inspire respect.
- 11) At least five years of management experience in community-based nonprofit organization.

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**The Economic Opportunity Council of San Francisco, Inc.**

**AN EQUAL EMPLOYMENT/AFFIRMATIVE ACTION EMPLOYER**