

**Job Title: Executive Director**

**Organization: ROPE Youth**

**Location:** Midland, TX

**Closing Date:** Open until filled

**Job Description:**

**Position Type:** Full-time, exempt (Part-time potentially available for distinctive candidates)

**Reports to:** Board of Directors

**ROPE Youth Mission:** Make our community a better place to live, today and in the future, by empowering young men and women to break the cycle and make a change through mentoring and educational programs

**Position Summary:** The Executive Director is responsible for strategic plan execution for the Rope. Main responsibilities include ensuring sustainable funding sources and levels for agency programs and setting expectations for agency staff. The Executive Director also serves, protects and promotes the reputation of the agency in communities served.

**Main Job Duties:**

**Administrative Responsibilities:** *Responsible for overall leadership and coordination of execution in the day-to-day operation of the Agency*

1. Prepares the Agency budget and presents and interprets budgetary requirements
2. Works with CEO and Programs Director to allocate general operating costs among programs
3. Operates the Agency within budgetary and funding restraints, oversees financial controls, presents monthly financial statements to the CEO and Board of Directors; works in partnership with engaged accounting firms to complete annual financial audit and Form 990
4. Measures and reports on program effectiveness and outcomes
5. Aligns Agency policies and procedures with the organization's Standards of Practice

**Funding Responsibilities:** *Accountable for funding levels and responsible fundraising practices*

1. Develops and implements fundraising plan in partnership with Board of Directors, CEO, staff, and volunteers with cultivation, solicitation, and stewardship components
2. Oversees donor stewardship
3. Oversees grant writer and reviews grant applications; submits required grant reporting

**Program Responsibilities:** *Final accountability for execution of Agency mission*

1. Reports on program effectiveness and outcomes
2. Recruits volunteers, with respect to the needs of the Agency in terms of numbers, demographics, and acceptable volunteer attributes
3. Manages any needed process or policy changes needed in program administration

**Community Relations:** *Builds brand reputation throughout service area*

1. Creates increased awareness and understanding for the purpose of soliciting advocacy, financial, and non-financial support
2. Becomes involved in activities and organizations in the community in support of the Agency's public relations needs
3. Leverages other not for profit relationships, MISD, the Board of Directors, and all other resources for the purpose of promoting positive community relations and program outcomes

**Board Responsibilities:** *Reports information and coordinates strategy execution with the CEO and Board of Directors and its committees*

1. Keeps the CEO and Board of Directors up-to-date on current practices and procedures within the Agency and in the field of human services
2. Translates financial statements and reporting to keep the Board of Directors informed of the Agency's financial needs
3. Coordinates with the CEO and Board of Directors to ensure that the Agency's stated mission and purpose being accomplished
4. Performs special duties as requested by the CEO, Board, and its committees
5. Assists the Board of Directors in evaluating the achievements of short and long-range goals on an on-going basis
6. Meets with the CEO to discuss Agency and Board of Director agendas
7. Ensures the orientation of new Board members

**Supervisory Responsibilities:** *Coaches, encourages Agency staff to reach individual and Agency goals*

1. Coaches and evaluates staff direct reports and handles any elevated personnel issues
2. Delegates responsibilities with accountability metrics and holds staff accountable
3. Assists in the hiring and oversees the on-boarding process for new staff members
4. Provides opportunities for on-going staff development at regular staff meetings and external training

**Accountable for:**

- Agency performance on goals defined in the Strategic Plan
- Adequate financial and volunteer resources in all counties served
- Maintaining positive relationships with donors, local officials, and community and school partners
- Compliance with RopeYouth's Program Standards of Practice and Service Delivery Model

**Minimum Requirements:**

- Bachelor's degree from an accredited university
- Outstanding interpersonal communication skills with the ability to relate to diverse groups of people
- Experience in budgeting, fund development, and grant writing preferred
- Experience or connection in a youth-serving field highly preferred
- Reliable transportation with valid driver's license; able to work flexible hours and occasional evenings/weekends to meet agency needs
- Must pass criminal history background check and pre-employment drug screening

***Equal Employment Opportunity*** – RopeYouth provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

***Americans with Disabilities Act*** – Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

***Job Responsibilities*** – The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. The organization may change the specific job duties with or without prior notice based on the needs of the organization.

### **How To Apply**

To apply, send resume and cover letter to Karl Boroski at [kboroski@icloud.com](mailto:kboroski@icloud.com).