

817A 6th Street
 Clarkston, WA 99403
 509.751.9143



Job Title:	Executive Director	Job Category:	Management
Location:	Clarkston, Washington	Travel Required:	Mostly local, some extended
HR Contact:	President, Board of Directors	Date Posted:	Through 02/06/19
Salary and Hours	\$16/Hour, 40 Hours/Week	Status	Hourly
Internal Posting URL:	Internal Posting URL		

Email Resume & Cover letter to interlinkvolunteers@yahoo.com

General Position Summary. The Executive Director is the chief executive officer of Interlink, Inc. and the head of staff. The Executive Director is responsible to lead the vision and mission of Interlink and implement the policies of the Interlink Board of Directors.

ROLE AND RESPONSIBILITIES

Under advisement of Interlink Board of Directors, overall operational management of a small nonprofit 501(c)(3) organization who serves over 500 elders and people with disabilities.

Responsibilities include:

- Advocate on behalf of elders and people with disabilities by participating in community awareness opportunities and service.
- Create and maintain an enthusiastic, caring, innovative, effective work environment.
- Strategic Planning. Work with the Board of Directors and other designated representatives to plan for Interlink’s future while adhering to the mission.
- Program management and documentation of statistics using software approved by the Board of Directors.
- Development and maintenance of annual budget and daily bookkeeping. This includes annual and monthly organizational and account-specific (e.g., grants, contracts, major fund raiser...) budgets, entering and depositing funds, preparing documents for accounting firm to pay bills and payroll.
- Management of and adherence to requirements of grants and contracts that include working with government agencies and private funders.
- Policies & Procedures. Development, management, adherence, updating
- Compliance assurance and internal auditing of contracts, grants, policies and procedures
- Marketing – Comfortable with public speaking, networking, representation of Interlink at various community activities
- Fund development. Community & organization donations, grant writing, fundraising, contracted services.
- Volunteer recruitment, retention, planning and implementation and active participation.
- Supervision of paid and volunteer staff – currently 2 part-time paid staff and approximately 150 volunteers
- With assistance of the Board Chair, prepare the agenda for regular Board meetings. Attend all Board meetings and Board committee meetings.

QUALIFICATIONS AND EDUCATION REQUIREMENTS – MUSTS:

- Specific Requirements:

- Strong organizational skills.
- Language Requirement. Must be able to write clearly and concisely; must possess excellent verbal communication skills.
- Math Requirement. Must understand and utilize complex computation and analysis methods; must use advanced computation skills to develop agency budget and analyze; must possess knowledge of generally accepted accounting principles for non-profit, grant-funded organizations; must be able to read, understand and apply complex financial management requirements.
- Reasoning. Must be able to arrive at decisions based on thorough study and analysis; must show sound judgment and maintain emotional stability in a full range of professional situations; must be able to read, understand and apply complex information with regard to program implementation and compliance.
- Bachelor degree in business, nonprofit, or social services and 5 years social work experience, **or** equivalent in combination of education and experience
- Skilled with using computer programs, including spreadsheets (Quick Books preferred), Word, Excel, and Outlook. Ability to learn client-scheduling software
- Marketing skills - public speaking, networking, representation of Interlink at various community activities
- Strong leadership and interpersonal skills such as diplomacy, with emphasis on empathetic listening , role modeling, and teaching staff
- Strong supervisory experience (paid and volunteer staff)
- Experience with developing and maintaining organizational budgets
- Ability to forecast, develop, implement, and maintain a strategic plan and associated budgets
- Position requires local networking, and a focus on fund development. Some travel is necessary. Ability to lift up to 20 pounds

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Reviewed By:	Nancy Sargent Johnson	Date:	January 21, 2019
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time