



Executive Director – 2018

Domus Pacis Family Respite's Executive Director is responsible for developing the annual business plan, defining the essential executional elements of the family respite program, directing operations necessary to ensure that Domus Pacis achieves or exceeds its annual objectives and raising awareness of the need and impact of the mission. Domus Pacis projects to coordinate approximately 150 family stays during 2018 with realistic growth annually. The ideal candidate is a mature professional, cognizant of the importance of acquiring and retaining a cohesive team to address the critical situation presented by each family **Domus Pacis** serves, and the challenges building and retaining a committed community of supporters, most critically financial resources. The organization is experiencing growth in demand to serve and allow others to be of service which requires the need for a proven leader with strategic, realistic focus and passion for mission,

The Executive Director position is full-time employment and would require interaction with families arriving or departing, sometimes on the weekend. In addition the Executive Director's presence at outreach and networking opportunities, Domus Pacis fundraising events and supporter gatherings is mandatory.

In simple terms, the Executive Director is the Chief Executive Officer of **Domus Pacis** Family Respite, Inc. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

Roles and Responsibilities:

Board Governance: Works with board in order to fulfill the organization mission.

- Responsible for leading **Domus Pacis** in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.

Roles and Responsibilities:

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of **Domus Pacis**, to include submission to the Board (in coordination with the Board Treasurer) of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - Be responsible for developing and maintaining sound financial practices.
 - Ensure that adequate funds are available to permit the organization to carry out its work
 - Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for development and implementation of yearly fundraising plan and developing other resources necessary to support **Domus Pacis** Family Respite's mission.
 - Donor Development
 - Annual Appeal
 - Grant Requests
 - Events
- Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for oversight of **Domus Pacis** Family Respite's programs that carry out the organization's mission.
- Research opportunities, significant developments and trends in the healthcare, psychosocial and development fields.
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance **Domus Pacis'** Mission.
- Responsible for strategic planning (in coordination with the Board) to ensure that **Domus Pacis** can successfully fulfill its Mission into the future based in knowledge of realistic organization budget, resources and staff expertise.
- Responsible for the enhancement of **Domus Pacis** Family Respite's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Roles and Responsibilities:

Leadership and Direction. Oversees and implements appropriate resources to ensure that the overall operations of the organization are appropriate.

- Responsible effective administration of family respite program's operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization, in coordination with the Board President or Treasurer.
- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- See that an effective management team, with appropriate provision for succession, is in place.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

Fundraising and Communications

- Keep the Board fully informed on the status of the organization, procedural modification necessary to maintain the organization's alignment with its mission.
- Promote active and broad participation by financial supporters.
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance **Domus Pacis'** Mission.
- Responsible and accountable for the development and implementation of the communication strategy for the organization.
- Publicize the activities of the organization, its programs and goals.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Protect brand and image defined along with the Board Development committee
- Serve as **Domus Pacis** Family Respite's primary spokesperson to the organization's constituents, the media and the general public.
- Represent the programs and point of view of the organization to agencies, organizations, media and the general public.
- Review and approve key external messaging to ensure consistent with the organization's brand image.

Professional Qualifications:

Strategic Vision and Agility -- ability to think strategically, anticipate future consequences and trends, and work on implementation. Must demonstrate exceptional public speaking ability and outstanding written and oral communication skills

Development Mentality – experienced in researching and successfully assessing the interests of prospective donors and sponsors. Proficient at measuring the effective of fundraising initiatives, structuring fundraising campaigns and mechanics for online giving.

Capacity Building -- ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly. Skills to collaborate with and motivate board members and other volunteers are essential.

Leadership and Organization -- exceptional capacity for managing and leading people; transparent and high integrity leadership. Essential is having strong organizational abilities including planning, delegating, program development and task facilitation. Ability to convey a vision of **Domus Pacis'** strategic future to staff, board, volunteers and donors

General Management -- thorough understanding of finance, systems and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, information systems, human resources, and marketing. Have proven leadership ability to partner with a dynamic leadership team and Board of Directors

Solid educational background—minimum of Bachelor's degree; MBA or MNPM preferred. Experience in the field of philanthropy, not-for-profit management and governance, and community relations. Extensive knowledge of fund development is also preferred. Extensive success with development of fundraising strategies and donor relations unique to nonprofit sector is required.

Solid experiential background -- results-proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience and judgment. Proven ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness.

Employment:

Description * Full-time employment and Executive Director would need flexibility, having availability to visit with departing and arriving families on most weekends. In addition the position requires the Executive Director to representing Domus Pacis at function outside of the normal business day. Given the tremendous amount of local in-kind support we depended upon for our existence, the Executive Director of **Domus Pacis** Family Respite does need to reside in Summit County.

Salary Range * Commensurate with experience.

Benefits * Annual leave of 15 days and \$500 professional development stipend. DPFR does not currently offer health insurance or a 403B though open to discussion of needs.

How to apply * Submit a cover letter and resume via email to Duck White-Petteruti at director@domuspacis.org. Please insert **Executive Director * Position Application** in subject line..