

ODYSSEY FAMILY COUNSELING CENTER

JOB DESCRIPTION Full-Time Executive Director

Odyssey Family Counseling Center is a community-based non-profit organization that provides behavioral health, substance abuse, prevention and education services to individuals and families. We serve all age groups, from children as young as three to seniors over 65, and individuals from all cultures and backgrounds.

We are seeking a skilled Executive Director to lead our agency through sustained advancement. The successful candidate will be the face of our agency, working in partnership with the Board of Directors, Fulton County Schools, governmental agencies, additional agency partners, and the community at large. Our agency has a cohesive philosophy in which we place a high priority on communication, respect, results, flexibility, and teamwork. The ideal Executive Director must be aligned with our philosophy and be someone who will continue to strengthen our agency through positive and productive leadership.

Executive Director Position Description

The Executive Director (ED) is primarily responsible for executing Odyssey's strategic objectives and systems – in partnership with the Board of Directors, empowering a team of professionals. The ideal candidate is both passionate and measured, capable of setting achievable objectives for the organization.

Primary responsibilities include ensuring the fiscal health of the organization, translating strategy into action, and shaping the organizational culture. The Executive Director is the chief ambassador of the organization's mission, spending a significant percentage of time in the field engaging with donors, partner, and government entities; while also ensuring the clear direction for the team.

The Executive Director is accountable to the Board for ensuring material progress on the financial stewardship, implementation of the strategic plan, and fostering a healthy organizational culture.

ESSENTIAL RESPONSIBILITIES:

Financial Stewardship:

- Work with the Board and the Director of Development to create and execute fundraising plans, ensuring that sufficient funds are raised to meet the organization's financial obligations

- Serves as the chief fundraiser of the organization and leads specific fundraising tasks as required
- Responsible for the fiscal integrity of the Center in partnership with the Board, to include submission to the Board of a proposed annual budget and monthly financial statement, which accurately reflects the financial condition of the organization
- Oversees the organization's budgeting and spending efforts, operating within the approved budget, ensures maximum resource utilization and maintenance of the center in a favorable financial position
- Ensure integrity of external financial contracts, including billing and collection timeliness and thoroughness

Vision/Mission/Strategy:

- Responsible for strategic planning to ensure that the Center successfully fulfills its mission and championing the vision
- Oversee the translation of strategy into viable work plans and successful business models
- Strategically invests resources in both short-term and long-term goals
- Define organizational success with clear, measurable outcomes – both quantitative and qualitative
- Responsible for the enhancement of the Center's image by being active and visible in the community
- Work collaboratively with like organizations, other professionals, civic and private organizations

Organization culture:

- Cultivate and steward an organizational culture of respect and trust
- Responsible for the effective administration of the organization's programs and services
- Manage Human Resources function, supporting the leadership team and ensuring a positive, healthy, safe work environment in accordance with all appropriate laws and regulations
- Empowers the leadership team to execute the strategic objectives of the organization while ensuring accountability
- Responsible for the hiring and retention of competent, qualified staff

- Establishes and communicates clear, viable goals for the team
- Responsible for signing all notes, agreements, and other instruments made and entered into on behalf of the Center

Job Accountabilities:

- Work with the leadership team and the Board of Directors to prepare a comprehensive, affordable budget that is sustainable and responsible
- Establishing employment and administrative policies and procedures for all functions and the day-to-day operation of the Center
- Serving as the Center's primary spokesperson to the organization's constituents, the media, and the public
- Report to and work closely with the Board of Directors seeking their involvement in policy decisions, fundraising and to increase the overall visibility of the Center throughout the state and community
- Consistently attend Board and committee meetings
- Oversee marketing and other communications efforts
- Review and approve grant submissions and contracts for services
- Ensure that the programs and services offered by the organization contribute to the organization's vision and mission, relate to the strategic plan and reflect the priorities of the Board of Directors
- Oversee the planning, implementation, execution, and evaluation of strategic projects
- Position the Center as a critical influencer of local, regional, and state mental health policy
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage, and understand the conditions and limitations
- Identify and evaluate risks to the organization's people (clients, staff, management, volunteers) property, finances and image; implement measures to control those risks
- Ensure regulatory and legal compliance; assure the Center is following all internal and external policies

Required Qualifications:

- Bachelor's degree or equivalent work experience

- Demonstrable success in implementing new processes
- Strategic thinking ability
- Solid, hands-on budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of the Center's strategic future to staff, board, volunteer and donors
- Skills to collaborate and motivate board member and other volunteers
- Strong written and oral communication skills
- Proven ability to oversee and work with staff
- Highly effective communicator and persuasive public speaker
- Ability to build trust and forge partnerships across various stakeholder groups
- Knowledge of the development process and willingness to make fundraising requests.
- Necessary computer skills to include word processing, financial management, Excel and Email
- Working knowledge of financial statements and audit processes
- Manage the Human Resources function to ensure a positive, healthy, and safe work environment in accordance with all appropriate laws and regulations

Preferred Qualifications:

- Master's degree
- Licensed Therapist
- Experience with direct service as a clinician, case manager, or other mental health professional.
- Outstanding clinical acumen to include excellent clinical judgment, familiarity with treatment technologies, protocols, community-based strategies, and principles of outcome-based service delivery systems, knowledge and familiarity with managed care technologies, and the ability to embrace and promote trauma-informed care principles and person center values
- Previous experience in the field of nonprofit mental health services

- Must have a working knowledge of roles of various regulatory agencies affecting the functioning of a community-based service organization
- Five or more years of senior leadership experience in non-profit management preferred
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector
- Industry knowledge and understanding of mental health advocacy
- Demonstrated experience of community relations
- Working knowledge of grant application and renewal processes and previous success in securing grant funding
- Knowledge and expertise of all Federal and State legislation germane to the non-profit healthcare sector

Work Environment

- Work primarily in an office setting
- Work a 40+ hour workweek, and when necessary, will be required to work evenings and weekends, to accommodate activities such as Board meetings and representing the Agency at community events

Other Duties

This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required for this position. Duties, responsibilities, and activities may change from time to time, with or without notice.