



JOB POSTING

Position Title: Executive Director

Switchboard is a private, nonprofit organization that provides the community with comprehensive telephone crisis counseling, suicide prevention and information and referral services 24 hours a day, 7 days a week, and 365 days a year. The agency offers individual and family counseling services, developmental screenings for children and development programs for high-risk youth and their families based in local schools. In addition, Switchboard has a telephone reassurance program for seniors and homebound individuals to prevent loneliness.

Position Summary:

The Executive Director (ED), in partnership with the Board of Directors, is responsible for Switchboard's success. The ED works with the Board to: maintain Switchboard's relevance in the community; accomplish the mission and vision; and, be accountable to all funders and other stakeholders.

Roles and Responsibilities:

Strategic Vision and Leadership: advances the mission, produces the quality programs, thinks strategically, acts decisively, masters change, favors innovation, and understands the non-profit industry.

Management of the Organization: organizes effectively, puts quality first, structures the system, manages the budget process, manages finances, evaluates efforts, and manages risk.

Resource Development: takes an entrepreneurial approach, negotiates effectively with funding sources, develops effective plans, understands the marketplace, build personal ties, recognizes donors, forges alliances

Client focus: respects the individual clients and community, anticipates clients 'needs, integrates services with other organizations, insists on accountability and measures client satisfaction, advocates for clients to internal and external audience

Workforce competence, diversity and empowerment: promotes teamwork, cultivates potential, attracts talent, develops dedicated volunteers

Partnership with the Board of Directors: maximizes functions of the board, board administration and support

Qualifications:

1. Bachelors Degree in Business Administration, Social Work, Psychology, Public Administration or related human service field. Masters degree preferred but not necessary.
2. A minimum of 5 years of experience in management of not-for-profit organizations.
3. Strong financial, managerial and communications skills
4. Proven experience in fundraising, raising revenue, cutting expenses.
5. Ability to motivate and guide the Board members, other volunteers, interns and staff to create a productive and pleasant workplace
6. Demonstrated leadership skills, analytic ability and knowledge of not-for-profit accounting and business processes
7. Comfortable with and welcoming of diversity and respectful of a wide range of faiths, beliefs and experiences

Please send your resume to: edsearch@switchboardmiami.org