

Job Title	Executive Director
Employer/ Agency	The Fred and Mabel R. Parks Youth Ranch
Job Description	<ul style="list-style-type: none"> • Assists the Board of Directors in developing realistic, ambitious fundraising plans. • Assist the Board of Directors to meet and/or exceeds revenue goals . • Establishes positive relationships with government, foundation, donors and corporations . • Develops a network of contacts and support as ongoing sources of funding, board members and volunteers. • Serves as an effective spokesperson for PYR; represents the programs and point of view of the organization to agencies, organizations, and the general public. • Establishes sound working relationships and cooperative agreements with community groups, organizations and partner agencies. • Serves on boards, organizations and commission related to the business of PYR at a local, state and national level as appropriate. • In coordination with the Finance Committee and Board Treasurer, assures adequate control and accounting of all funds, and maintains sound financial practices as directed by the Board. • Works with the Finance Committee in preparing the annual budget; sees that the organization operates within budget guidelines. • Assures that official records and documents are in compliance with federal, state and local regulations and reporting requirements. • Executes legal documents and contracts appropriately . • Oversees staff and /or volunteer development and education . • Works well with Board of Directors and provides support to Board Committees . • Sees that the Board is kept informed on the condition of the organization and all-important facts influencing it including state regulations and legislative agendas. • In collaboration with the Board President, prepares agendas and written communications, reviews board minutes and ensures follow-up. • Facilitates new board and advisory board member orientation .

Qualifications	<ul style="list-style-type: none"> • Graduation from an accredited four-year college or university with a degree in government, criminal justice, public health, social work, psychology, or a related discipline. Advanced degree preferred. • At least three years of professional experience in youth services field • Licensed Child Care Administrator, LCCA preferred. • Nonprofit organizational and/or community leadership required. • Experience supervising others or motivating and supporting volunteers required. • Successful experience developing collaborative projects involving agencies or organizations from multiple disciplines preferred. • Experience managing budgets or grants preferred • Knowledge of nonprofit management and evaluation. • Skill in identifying measures or indicators of program performance. • Ability to gather and analyze facts and trends; to devise solutions to problems; to prepare reports; to develop, evaluate, and interpret policies and procedures; to communicate effectively; and to train others. • Ability to assess sensitive or critical situations and provide well-thought-out, fact- and research-based briefings, options, and recommendations. • Ability to lead meetings of individuals and organizations • Skill in personal computers, mobile devices and software applications including PowerPoint, Excel, databases or information systems and email marketing-event registration-list management platforms
Salary/Hours	Full Time DOE
Employer/Agency	The Fred and Mabel R. Parks Youth Ranch
Application Method	Resumes, cover letters and references will be accepted. To apply for this position, please email your resume and letter of interest to board@parksyouthranch.org .
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

