

JOB DESCRIPTION

August 31, 2021

HUMAN SERVICES COALITION OF TOMPKINS COUNTY, INC.

POSITION TITLE: EXECUTIVE DIRECTOR

RESPONSIBLE TO: Human Services Coalition Board of Directors

JOB SUMMARY: The Executive Director of the Human Services Coalition (HSC) is responsible for innovative and strategic thinking with the ability to lead inter-agency collaborations to achieve organizational and broader community goals. The Executive Director develops collaborations among non-profits, local government, and the community at large to support the integrated delivery of health and human services and to assist in the development of innovative responses as new issues evolve. The Executive Director will coordinate the building of coalitions, assure the optimal application of available resources, and encourage educational programming for community agencies. The Executive Director will be responsible for planning, directing, and administering services offered by HSC and for leading HSC's efforts to achieve greater diversity, equity, and inclusion in the nonprofit sector. Administrative supervision is exercised over all staff.

Duties and Responsibilities:

A. Coalition Organization and Management:

1. Oversee all HSC activities in accordance with Mission Statement, Strategic Plan, By-laws, Work Plans, and Personnel Policies
2. Provide Support for HSC Board and Committees by providing vision, insight, policy recommendations, options, and resource materials
3. Hiring, overall supervision, and evaluation of staff performance in conjunction with job descriptions, work plans, and the creation of a diverse, inclusive, and equitable work environment
4. Oversee HSC finances
 - a. Research and pursue source of funding for HSC activities
 - b. Prepare annual preliminary working budget for submission to the Administration and Budget Committee and Executive Committee for HSC Board approval
 - c. Monitor and review quarterly financial statements for submission to the Administration and Budget Committee. Submit financial reports on a quarterly basis to the Board of Directors. Meet with auditors and review audit report. Prepare renewal grant requests to HSC funders
 - d. Review and approve all financial transactions in conjunction with the Finance Director

B. Planning and Coordination:

1. Oversee all HSC programs to assure goals and objectives are being met
2. Work to ensure coordination, collaboration and efficiency in management and delivery of services in Tompkins County

3. Meet regularly with providers and agencies to share information and maintain good working relationships
4. Encourage and facilitate anti-racism, equity, and inclusion initiatives within and among nonprofit agencies in Tompkins County
5. Serve from time to time on various local, regional and state committees and advisory boards to provide information, advice on planning and coordination, and advocacy as a representative of the human service community
6. Provide technical assistance, including data and facilitation as needed to community agencies and municipalities
7. Act as liaison between various agency groups in planning matters as needed
8. Support the development of systems of evaluations to ensure that service outcomes are positive
9. Oversee the City/County health and human services funding review process; provide guidance to agencies throughout the application process; provide assistance to other funders as requested and as resources allow
10. Work closely with legislators to support a comprehensive service delivery system for Tompkins County residents
11. Provide guidance on the planning, coordination and presentation of capacity building workshops on topics of need and interest in the human services community
12. Oversee consultation services to nonprofit agencies
13. Act as Co-Chair and lead agency for the Ithaca/Tompkins Continuum of Care Committee (CoC) including facilitating multi-agency meeting and providing oversight of CoC community projects
14. Act as Chair of the local FEMA Board

C. Public Involvement and Education:

1. Promote public awareness of and support for the programs of the HSC and the Health and Human Services Community at public meetings, community forums and other community events
2. Act as a representative of the Human Services Community to promote understanding of the health and human services system to improve public access to services
3. Sit on Committees as needed to assure representation from the Health and Human Services Community

D. Other duties as necessary to further the goals of the agency.

Qualifications

Leadership experience in human services planning and evaluation with demonstrated increasing responsibilities in project management, budget management, and staff supervision. Masters Degree in Social Work, Administration, Planning or a related field. Bachelor's Degree plus significant equivalent experience may be considered.

Excellent planning and evaluation skills, oral and written communication skills. Capacity to take initiative, provide leadership, and present a balanced perspective toward concerns of funders, providers, and consumers of human services. Possess a strong commitment to equity and inclusion.