

Executive Director Job Description

Compensation

\$31,200 to \$35,600

Employment Type

Part-time 20hrs/week

Executive Director reports to the Board of Trustees, the Executive Director will have overall strategic and operational responsibility for RiteCare of Utah's staff, programs, expansion, and execution of its mission.

The Scottish Rite Masons founded RiteCare of Utah in 1992. For more than 25 years, the foundation has helped young children become more effective communicators. It is our mission to provide comprehensive speech and language therapy to children aged 2 – 12 who are struggling to communicate. RiteCare of Utah has two centers in operation, one in Salt Lake City and one in Ogden, Utah.

Education

Advanced degree preferred

Preferred Requirements

Knowledge of nonprofit organizations, operations, and functions.

ASHA certification preferred but not required.

Essential Functions

Leadership

1. Participates with the Board of Trustees in developing a vision and strategic plan to guide RiteCare of Utah.
2. Identifies, assesses, and informs the Board of Trustees of internal and external issues that affect RiteCare of Utah.
3. Acts as a professional advisor to the Board of Trustees on all aspects of RiteCare of Utah's activities.
4. Fosters effective teamwork between the Board and Executive Director and the ED and staff.
5. In addition to the Chair of the Board, acts as a spokesperson for RiteCare of Utah.
6. Conducts official correspondence on behalf of the Board or jointly with the Board as appropriate.

7. Represents RiteCare of Utah at community activities to enhance its community profile.

Operational planning and management

1. Develops an operational plan, which incorporates goals, and objectives that work towards the strategic direction of RiteCare of Utah.
2. Works with the board of Trustees to develop a 2 year long term strategic plan.
3. Ensures that the operation of RiteCare of Utah meets the expectations of its clients, Board, and funders.
4. Oversees the efficient and effective day-to-day operation of RiteCare of Utah.
5. Drafts policies for the approval of the Board and prepare procedures to implement the policies; review existing policies on an annual basis and make recommendations to the Board as needed.
6. Ensures that personnel, client, donor, and volunteer files are securely stored, and confidentiality is maintained.

Human Resources Planning and management

1. Determines staffing requirements for RiteCare of Utah's management and program delivery.
2. Oversees the implementation of the policies, procedures, and practices.
3. Recruits, interviews, and selects staff that have the right technical and personal abilities to help further RiteCare of Utah's mission.
4. Ensures that all staff receives an orientation, and the correct training is provided.
5. Implements a performance management process for all staff, which includes monitoring on an ongoing basis as well as annual performance, reviews.
6. Disciplines staff when necessary, using appropriate techniques; releases staff when necessary, using appropriate and legally defensible procedures

Financial Planning and management

1. Works with the Board of Trustees to develop a comprehensive budget.
2. Participates in fundraising activities as appropriate.
3. Approves expenditures within the authority delegated by the Board of Trustees.

Critical Skills

1. Excellence in organizational management with the ability to coach staff, manage and develop high performance teams.
2. Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills.
3. Action oriented, entrepreneurial, adaptable, and innovative.
4. Ability to work effectively in collaboration with diverse groups of people.
5. Passion, idealism, integrity, positive attitude, mission driven, and self-directed.

Job Location

650 East South Temple Street, Salt Lake City, UT 84102

To Apply

Thank you for your interest. Please submit a letter of interest and resume or any inquires to Mary Woodard, Board Chair, maryw@granite.org