

## JOB DUTIES & RESPONSIBILITIES

### Executive Director

#### ADMINISTRATIVE

- Be available to IVC at least 40 hours per week
- Oversee the facilitation of incoming calls for services, referral and information as well as general inquiries
- Facilitate calls to assign tasks, coordinate with other service providers, check references for new volunteers and follow-up on services provided by the care-receivers and the volunteers
- Recruit volunteers and facilitate new volunteer orientations
- Submit grants and contracts in a timely manner
- Oversee any volunteer or paid staff
- Report to the Board each month the following:
  - Volunteer recruitment efforts
  - New volunteers
  - Service referral and information
  - Current concerns/issues regarding volunteers (this includes volunteers' feedback)
  - Public presentations/outreach
  - Fundraising activities
  - Grants' Status
  - Budget Status
  - Strategic Plan Status
  - Facilitate office lease and utilities and report issues to Board
- Facilitate payment of any bills incurred by IVC within associated deadlines
- Coordinate and prepare for IVC Board meetings (this includes reminders of the meeting, preparing an agenda and preparing a Director's Report)

#### FUND RAISING

- Research, write and present grant requests
- Maintain ongoing grants schedule(s) and report to the board on progress
- Identify fund raising opportunities and report opportunities to the Board
- Coordinate at least one signature fund raising event annually

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### **COMMUNITY AWARENESS**

- Present the IVC program to community service groups, church groups, businesses, individuals and other related agencies/organizations
- Attend ongoing/ scheduled public service providers and other agency meetings each month
- Facilitate public relations information with newspapers (includes online), television public service programs and other associated social media to provide accurate information and visibility in the community
- Oversee website and regular correspondence to volunteers, coalition, networking partners and funders to provide updates regarding IVC events, functions and statistics
- Plan, coordinate and host volunteer recognition and other associated events

### **BOARD DEVELOPMENT**

- Represent IVC in a professional manner to all clients, volunteers, community organizations and the Board of Directors with the utmost respect for its mission and goals as an agency
- Provide orientation and training for new Board members
- Partner with the Board of Directors to develop a 3 to 5-year Strategic Plan
- Evaluate the programs and provide accurate feedback and data to the Board to enhance IVC's capacity to monitor and accomplish the mission and goals
- Job duties and responsibilities will be reviewed and evaluated at least annually
- Other duties as assigned by the board