

 Freedom Within Project

 **Executive Director Job Description**

**Position Title:** Executive Director/Freedom Within Project(FWP) **Reports to:** FWPP Board of Directors

**Supervises:** All FWP Staff

**Position Summary:** Under the direct supervision of the FWPP Board of Directors, the Executive Director is responsible for:

1. Fulfilling FWP’s mission and strategic goals
2. Providing overall leadership and direct management for all administrative, human resources, and financial activities
3. Planning, implementation, and evaluation of all programs and services
4. Communicating with and representing FWP to external entities.

**Main Areas of Responsibility**

1. **Board of Directors Partnership:**
	1. Work with the Board to ensure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
	2. Ensure that the Board is kept fully informed on the condition of the organization and all important, relevant factors influencing it (e.g. financial, operational, relationships, growth, risks, etc.).
	3. Be the primary point of communication between the Board and staff, external stakeholders, contractors, external agencies, etc.
	4. Liaison between the Board and staff, assuring that Board decisions/actions are operationalized, and progress is regularly reported to the Board.
	5. Work with the Board to establish and implement its policies and procedures.
	6. Work with the Board Executive Committee to develop Board meeting agendas and address business needs that occur between board meetings.
	7. Actively participate in Board meetings as well as follow-up on Board requested items.
	8. Engage the Board in important and strategic business of the organization and act as a

*partner* in working with the Board.

* 1. Participating in a Board guided annual performance review of the Executive Director

including establishing annual performance objectives and key results indicators.

* 1. Develop and oversee a system to maintain official records and documents in keeping with the Document Retention Policy.
		1. Ensure compliance with federal, state, and local regulations.
	2. Perform other duties as assigned by the Board of Directors.
1. **Organizational, Financial and Legal Oversight:**
	1. Lead and manage the staff of the organization
		1. Oversee the recruitment, hiring, and training of all staff
		2. Carry out annual performance reviews of all direct reports and ensure that sound human resources practices are in place.
	2. Maintain a working knowledge of significant developments and trends in the nonprofit and external environments, share with Board, staff, and volunteers.
	3. Oversee the day-to-day operations of the organization.
	4. With the Board Chair, lead the development of strategic and annual goals/objectives.
	5. Maintain a positive working climate and culture that attracts, keeps, motivates, and develops a diverse and well-qualified staff and volunteers.

Develop and maintain sound financial practices.

* + 1. Work with the staff and board in preparing an annual budget.
		2. Ensure the organization operates within budget guidelines.
		3. Work with the board to ensure adequate funds are available to permit the organization to carry out its work.
		4. Negotiate, review, and sign all contracts; and sign checks up to and including $500. If above $500, with review by the Board Chair and/or Treasurer.
	1. Work with the organization’s accountant and/or audit firm to ensure compliance and sound condition of FWPP’s tax and financial matters.
	2. Ensure organization’s compliance with legal and regulatory requirements.
1. **Program Oversight**
	1. Develop, plan, and ensure the implementation of high quality, mission-aligned programs, services and products.
	2. Monitor, evaluate, and improve the organization’s programs and services including conducting periodic assessments to ensure stakeholder satisfaction.
	3. Hire and provide oversight for program and or service consultants.
2. **Advocacy, Outreach, and Communications:**
	1. Serve as the primary representative of and spokesperson for the organization to all stakeholders.
	2. Establish, cultivate, and strengthen relationships with all key stakeholders including the board, returning citizens, volunteers, funders, sponsors, the media or the public.
	3. Hire and manage marketing and communications consultant.
	4. Oversee all organizational communications for accuracy and quality.
	5. Advocate for mission related funding, support and reform.
	6. Strengthen the credibility and visibility of the organization within the government sectors.
	7. Build and establish sound working relationships and collaborations with other community groups and organizations.

**FTE:** 30 hours/week

**Benefits:** None at this time (should work toward a contribution toward health care and an 403B employer match (401K for nonprofits)

***FTE Rationale:*** Ranges from 14.5-33.5/week

***Monthly: (***8-10 hours – 2-2.5 hrs/week)

1. Attend / facilitate Board meetings, collaborate on agenda development
2. Attend TPW (Transformative Programming Works) meetings, representing FWP as a member organization. Follow-up with other organizations as a means of continued collaboration
3. Represent FWP in advocacy campaigns related to expanding program access, funding and other legislation proposed to meet the unique needs of the incarcerated population
4. Research and develop community partnerships

***Weekly***: (10-25 hours)

1. Facilitate A Yard cohort at SVSP/ Co-Facilitate and oversee CSP-Sac cohort
2. Provide ongoing support and mentorship to “inside facilitators” and other incarcerated individuals through GTL messaging app

***As Needed***: (10-25 hours/ month (2.5-6 hrs/week)

* 1. Draft and submit program proposals to prospective institutions as needed
	2. Meet and collaborate with nonprofit consultants and other independent contractors (web design professionals, project managers, grant writing professionals)
	3. Compose all letters of support and commutation recommendations for program participants to Board of Parole Hearings (BPH), Institution Board Desks, CSP Sacramento and Governor's office
	4. Communicate with CRM (Community Resource Manager) at SVSP, CSP-Sac, CTF: email and periodic in-person meetings around issues relating to program delivery
	5. Manage / submit gate clearance forms for staff and guests
	6. Meet with institutional leadership (Wardens/ Assistant Wardens) regarding issues relating to the program (eg: transfer overrides for participants)
	7. Write Transfer Override letters and submit to CDCR (also requires meeting with AW)
	8. Develop design and content for new website
	9. Meet with the “inside facilitator” team prior to commencement of each cohort for advanced planning, strategizing, creating a supportive environment through which inside

facilitators can establish roles, discuss apprehensions while stretching themselves in leadership roles. (Minimum of 2 meetings prior to the commencement of each cohort)

* 1. Create, distribute and review all independent study assignments when needed
	2. Attend advocacy and community engagement events