



Samaritan Counseling Center Hawaii

EXECUTIVE DIRECTOR POSITION DESCRIPTION

POSITION TITLE: Executive Director

REPORTS TO: Board of Directors

GENERAL DESCRIPTION

The executive director is hired by the board to exercise responsibility for the overall leadership and operations of the Center. He or she hires and supervises the staff, implements Center services, manages the organization, and works with the board in funding and marketing. As the Center grows, certain executive, administrative, and program functions of the Center may be delegated to other persons.

MAJOR RESPONSIBILITIES

1. Executive Leadership
2. Administration
3. Budget and Finance
4. Program and Services
5. Fundraising and Grant Writing
6. Marketing and Public Relations

EXAMPLES OF WORK

Executive Leadership

- Articulating the vision and mission of the organization
- Meeting regularly with the staff to interpret the program's goals and objectives
- Participating in meetings of the board of directors and advisory committees
- Facilitating board development
- Identifying strategies for Center development
- Guiding the Center's planning processes
- Building and maintaining Center relationships with supporting institutions

Administration

- Coordinating Center administration
- Hiring, assigning, supervising, evaluating, and discharging staff
- Maintaining personnel records and conducting annual staff reviews
- Building the staff team and conducting administrative staff meetings
- Assisting the board in formulating Center policy

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Budget and Finance

- Keeping the board informed about the Center's financial position
- Supervising financial management and financial reporting
- Developing and managing the budget
- Determining staff compensation

Program and Services

- Hiring, evaluating, and discharging clinical staff in collaboration with the Clinical Director
- Communicating with program staff and coordinating clinical staff meetings
- Coordinating consultation and educational services
- Assisting in the formation of counseling policies and procedures
- Managing clinical records

Fundraising and Grant Writing

- Assessing the Center's needs and resources
- Working with the board to develop a fiscal strategy and fundraising plan
- Implementing the fundraising efforts

Marketing and Public Relations

- Coordinating marketing and public relations
- Representing the Center to the larger community
- Building relationships with area congregations

EXPERIENCE AND QUALIFICATIONS

- Demonstrated experience and ability as an administrator, preferably of a nonprofit organization, including financial and human resources management.
- Demonstrated ability to write and secure grants.
- Strengths as an organizer and enabler of a staff team and the ability to delegate work to other persons.
- Willingness to initiate action and exert leadership in organizational life.
- An ability to integrate the spiritual mission of the Center with the Center program.
- Ability to work effectively as a leader among faith leaders, congregations, and other community sponsors and resource persons.
- Experience with healthcare billing and negotiating with third-party providers.
- Familiarity with creating newsletters, brochures, and social media campaigns.

How to Apply

Please submit your CV/resume and a cover letter detailing your experience and interest in the position to info@samaritanhawaii.org. We look forward to hearing from you!