

PITTSBURGH COMMUNITY SERVICES, INC.

Job Description

Position Title	Immediate Supervisor	Target Salary
Executive Director	Board of Directors	\$85,000 (negotiable)

JOB SUMMARY:

The Executive Director serves as chief administrative officer for the Board of Directors of PCSI and is charged with implementing policies and programs of the agency as well as the chief fundraiser for the organization.

ESSENTIAL FUNCTIONS:

1. The Executive Director is responsible to the Board of Directors to carry out the work of the organization, including the program substructure areas:
 - a. Ensures that the Board of Directors and the officers are kept fully informed on the conditions and operations of the agency, and on all important factors influencing them. The Executive Director attends all Board meetings.
 - b. Plans, formulates, and recommends for the approval of the Board of Directors basic policies and programs that will further the objectives of PCSI.
 - c. Develops, for the purpose of day-to-day administration, specific policies, procedures, and programs to implement the general policies established by the Board of Directors.
 - d. Provides the necessary liaison and staff support to Board committee chairs and to committee members to enable them to properly perform their functions.
 - e. Plans, organizes, and directs programs and services; evaluates results and recommends policies, procedures, and actions to achieve program goals. Provides guidance on matters of program, publications, budget, and legal responsibility.
 - h. Supervises the secretarial function for PCSI, maintaining official minutes of the Board and other official meetings of the organization; provides security for all files, legal and historic documents, mailing lists, and client files.
 - i. Responsible for the planning and administration of official meetings of the organization.
 - j. Plans and executes communications to the agency's clientele, including newsletters, general mailings, news releases, etc.
2. Management of fiscal resources and development of grants and contracts:
 - a. Directs the agency's budget and on-going fiscal operating plan in concert with the agency's adopted strategic plan and financial allocations of funding sources. Works directly with the Director of Finance to assure adherence to funding guidelines, regulations and auditing procedures.
 - b. Seeks outside funding in the form of grants and contracts from public and private sources.
 - c. Provides primary leadership for the PCSI's fundraising activities.
3. Operation of the Administrative Office:
 - a. Directs and implements Community Service Block Grant (CSBG) and Community Development Block Grant (CDBG) Work Plans using appropriate staffing patterns and work objectives.

- b. Establishes a sound organizational structure for the PCSI's office and administrative operations.
 - c. Directs and coordinates approved programs, projects, and major activities of the staff.
 - d. Obtains maximum utilization of the staff by clearly defining duties, establishing performance standards, conducting performance reviews, and recommending competitive salary structure.
4. Responsibility for public relations activities and effective relationships with related organizations:
- a. Serves as the official liaison and representative of PCSI to public, media, governmental, community, social service and private funding sources.
 - b. Maintains effective relationships with other organizations, both public and private, and sees that the position of the PCSI is enhanced in accordance with the policies and objectives of the agency.
 - c. Plans, coordinates, and conducts a public relations program to enhance public acceptance of the Council.
 - d. Travel is required to regional, state and national meetings and events periodically.
5. Relationships:
- a. The Executive Director is responsible to the Board of Directors for the administration of the agency's office and for proper interpretation and fulfillment of all his or her functions, responsibilities, authority, and relationships.
 - b. Provides outreach to community and faith-based agencies in developing subcontracting opportunities and collaborations. Also provides technical assistance to related social and community agencies in developing programming which augments "self-sufficiency" to at-risk and low-income clients and residents.
 - d. The Executive Director maintains personal contact with staff, the Board of Directors, and the public to the greatest degree possible.
 - e. The Executive Director is expected to maintain a leadership and advocacy role with the Community Action Association of Pennsylvania (CAAP) and the National Action Foundation to enhance community programming.

ADDITIONAL RESPONSIBILITIES:

Carries out such other general responsibilities as may be delegated by the Board of Directors. The Executive Director maintains relationships with other community organizations, government, and others as are desirable or necessary in the best interest of PCSI and in conformity with the overall objectives and policy of the agency. The Executive Director establishes such relationships as the Board of Directors may specify or as the Executive Director may deem advisable in the best interests of the agency, in conformity with established policy.

JOB QUALIFICATIONS:

1. Master's degree in Administration, Social Work, Sociology, Education, or suitable education in these or closely allied fields.
2. Eight to ten years experience in social service provision and/or administration, or a combination thereof.
3. Demonstrated ability to work with diverse community groups as well as public and private sector officials and leaders.

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4. Strong persuasive and presentation skills required.
5. Ability to establish and maintain effective working relationships with federal, state, regional, and local agencies, community leaders, and the general public.
6. Ability to obtain and manage external grants and contracts.

FLSA STATUS: Exempt

Please send resume and cover letters to scottr@pghcsi.org