

Job Title:	Executive Director	Job Type:	Executive Management Nonprofit
Department/Group:	Mercy Works	FLSA Status:	Non-Exempt
Location:	Syracuse, NY	Travel Required:	10%-15%
Position Type:	Full Time	Reports to:	Board of Directors
Job Description			
<p>We are seeking a self-driven and highly competent executive director to lead our organization towards growth, and design and direct strategies that enhance our organizational operations. Duties will include managing company assets, optimizing financial operations, establishing fundraising goals and strategies, providing leadership to all staff, advising the board on organizational activities, improving staff performance, and overseeing and streamlining all programs. Providing exceptional skills in stewardship and strategic planning, the executive director will lead our organization in promoting our mission and objective, build partnerships with key external and internal stakeholders, achieve our organizational goals, and maintain sound financial practices.</p> <p>The ideal candidate must possess a strong self-driven work ethic, outstanding communication skills and personal development in emotional intelligence style leadership, and excellent planning and organizational skills. They must be passionate about cultivating a culture of teamwork and innovation. The executive director will be expected to streamline our organizational operations, effectively direct our operational budgets, improve revenue, direct our strategy for growth, and enhance relations with the media, internal stakeholders, staff, and surrounding communities.</p>			
Executive Director Responsibilities			
<p>OVERALL RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 1. Developing and directing organizational strategy. 2. Drafting organizational policies and procedures. 3. Overseeing day-to-day operations of the organization. 4. Preparing comprehensive budgets. 5. Reporting on revenue and expenditures. 6. Creating and executing clear business plans. 7. Creating benchmarks and metrics to measure staff and program effectiveness. 8. Providing the board with quarterly reports. 9. Oversee financial accounts. 10. Develop strategies and campaigns around fundraising and marketing. 11. Lead and supervise organization's staff, including hiring, performance reviews, promotions, and disciplinary actions. <p>EDUCATION REQUIREMENTS AND ABILITIES:</p> <ol style="list-style-type: none"> 1. Minimum of bachelor's degree, Masters preferred 2. 5 years' experience in organizational management leadership 3. Experience working with a board of directors and desire to cultivate a strong relationship with the board members 4. Strong written and verbal communication skills 5. Possess a passion for working in multi-cultural environments and have experience in self-development regarding cultural awareness and attunement. 6. Proven record of executing and delivering on established benchmarks and organizational goals. 7. Action-oriented, entrepreneurial, adaptable, and innovative approach in leadership style. 			