**OHIO VALLEY OPPORTUNITIES, INC.**

**JOB DESCRIPTION**

**Job Title**: Executive Director

**Reports To**: Board of Directors

**FLSA Status**: Exempt

**Prepared By**: HR Director

**Approved By**: Board of Directors

**Approved Date:** August 2022

**Updated/Approved Date**: August 2022

**Summary of Job:** The Executive Director (ED) serves as the chief executive officer of Ohio Valley Opportunities, Inc. (OVO). This is a key position on the Administrative Team. The ED is responsible to direct and administer OVO programs and assures that they are in compliance with applicable Federal, State, and local laws, regulations and requirements, HHS Performance Standards and other contractual obligations. The ED administers the business of the OVO organization. Other duties of the position include, but are not limited to writing grants, negotiating contracts, supervising Department Directors, providing guidance and direction to all staff and promoting the overall agency. In addition to being a leader, coach and team player, the ED is expected to perform all job responsibilities in a safe and fair manner.

**Essential Job Functions:**

* Responsible for the oversight of each program and department operated by OVO and for executing all policies and directives received from the OVO Board of Directors and all agency funding sources.
* Responsible for safeguarding all agency funds, properties, and assets, and must ensure compliance with all legislation and regulations applicable to the agency’s operations.
* Recruit, supervise, and serve as a resource person for the administrative staff, authorize and approve all agency personnel actions, ensure the consistent application of the OVO personnel policies and procedures.
* Supervise all Program and Department Directors. Employee evaluations will be done annually with each Program and Department director.
* Maintain ongoing communications with the OVO Board of Directors and Policy/Advisory Councils. Must inform these bodies of all problems, achievements, and significant management issues.
* Oversee the preparation of all agency budgets, reports, and compliance materials, policies and procedures, submitting to the Board of Directors for approval and signature, where required.
* Maintain appropriate communications with all agency funding sources, and establish linkages with the private sector, elected officials, agencies, the media, and the community.
* Conduct ongoing public relations activities designed to inform the public of OVO programs, services, and accomplishments, enlist community support for agency projects and activities.
* Ensure the maintenance of sound fiscal practices, appropriate and timely fiscal reporting, appropriate internal controls, and the proper use of funds and property.
* On an annual basis, the ED will evaluate the effectiveness of agency programs and personnel and present findings to the Board of Directors; prepare an Annual Report of agency accomplishments and expenditures for Board and public review.
* Provide energy, focus and direction for the agency with a strategic plan and future development to secure the future of the agency; serve as a public relations and marketing person throughout the area to support, enhance, and expand OVO programs.
* Attend monthly meetings with the OVO Board of Directors and present written and verbal reports of OVO monthly activities.
* Maintain strict confidentiality in all aspects of the agency.
* Perform other functions and activities as requested by the OVO Board of Directors.

Additional duties and responsibilities may be assigned.

**Interactions with Others:**

* Regular interactions with all departments, management, employees in various departments.
* Interfaces with the Board of Directors, federal, state and local funders, vendors.
* This job has close contact with the public and other employees, especially vulnerable populations.

**Competencies:**

* Must be organized and knowledgeable with agency policies and procedures.
* Must have excellent communication skills.
* Must have strong analytical skills and experience in interpreting a strategic vision into an operational model.
* Must possess personal qualities of integrity, credibility, and a commitment to the Agency’s mission.
* Must have the ability to work independently, exercise judgment and initiative; and maintain flexibility in the work schedule.
* Must have knowledge of government reporting and regulations regarding non-profit agency.
* Must have the ability to delegate and monitor work for accuracy and conformity to regulations and standard operating procedures.
* Must fulfill all duties and responsibilities with a high level of integrity, honesty, and adherence to all agency policies and procedures.

**Supervisory Responsibilities:**

* Supervises all Program and Department Directors and other staff in the absence of a Program or Department Director.

**Required Minimum Education and Experience:**

* A Bachelor’s Degree in Business Administration or related field OR: six years of experience in administering business concerns, four years of supervisory experience, four years of experience providing oversight and monitoring of budgets, contracts, and fiscal records, four years of experience in writing and or negotiating contracts, three years of experience in policy development, grant writing experience, and good written and verbal communication skills, including strong computer literacy.

**General Physical Requirements:**

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Knowledge and Skills Requirement:**

* Exceptional verbal and written communication skills.
* Ability to keep effective working relationship with employees and partner.
* The ability to perform essential job functions effectively.

**Language/Communication Skills:**

* Ability to read, analyze and interpret common trade and technical journals, financial reports, and legal documents.
* Ability to effectively present information to management, employees, and/or the Board of Directors.
* Must be able to work with supervisor, staff, clients, and the general public in a friendly, cooperative, respectful, positive, and professional manner.

**Mathematical Skills:**

* Ability to work with mathematical concepts and apply such concepts to practical situations.

**Reasoning Ability:**

* Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Certificates, Licenses, Registrations:**

* Must have a valid driver license and automobile insurance

**Work Environment:**

* The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
* While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
* The noise level in the work environment is usually quiet.
* The physical location for this position is the administration office in Madison.
* Evening and weekend work may be required. Some out of town and out of state travel is required for meetings and trainings.

**Reasonable Accommodations:**

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acceptance:**

I have read and understand the above job description and agree to abide by it and all OVO policies and procedures.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date

**OVO is an Equal Opportunity Employer and Provider**