



Collaboration, Partnership and Advocacy For Refugees' Long Term Well-Being

RCS Executive Director Job Description

Position: Executive Director, Refugee Connections Spokane
Annual Salary: \$50,000 to \$65,000 (DOE)
Workweek: 40 hours
Benefits: Health Care
Paid Time Off: Three weeks per year (vacation, sick leave, other)

Organizational Context

RCS' Mission Statement states:

Refugee Connections Spokane [RCS] supports and empowers refugee and immigrant communities by providing services, fostering community bonds, and advocating for refugee and immigrant rights in the Inland Northwest.

Job Profile

The Executive Director reports to the Board of Directors and has overall strategic and operational responsibility for RCS programs, volunteers and staff, budget, and implementation of RCS' mission and strategic goals. Consistent with RCS mission, the Executive Director must be committed to empowering refugees and immigrants and their communities.

The Executive Director's primary responsibilities include:

1. Maintaining and developing financial resources;
2. Overall agency administration;
3. Operate and manage RCS programs;
4. Educational outreach;
5. Work in collaboration with the Board; and
6. Other duties as assigned to further RCS's goals and objectives.

Specifically, the Executive Director is expected to:

1. Maintain and Develop Financial Resources

- A. The ED is responsible for financial management that includes budget, financial forecast, and fiscal oversight. The ED is expected to:
- Practice sound fiscal management by operating within the approved budget, and optimizing resource utilization.
 - Maintain records of all financial transactions; serve as primary contact for CPA; design financial reports' content and format with CPA; provide CPA with monthly financial records; ensure CPA timely submits all required IRS filings.

- Draft and submit proposed annual budget to the Board.
- Provide accurate monthly financial statements to the Board.
- Develop a risk management strategy to mitigate/manage significant risks as appropriate.
- Effective implementation of audit recommendations related to management of RCS.

B. Fundraising and resource development

- Identify and pursue viable grant opportunities that support the RCS mission.
- Plan and implement fundraising strategies, activities, and events.
- Cultivate positive relationships with individual and business donors, and other local funders.
- Collect program data and provide grant-funded project reports to State and foundation funding agencies.
- Create and manage development records.

2. **Overall Agency Administration**

A. General administration:

- Establish administrative policies and procedures as necessary to facilitate daily operations.
- Request, review, and approve contracts for L&I, D&O, Accident, General Liability, Driver, Event, and any other necessary insurance.

B. Human resources management:

- Develop sound personnel policies and practices.
- Hire, retain, and supervise qualified staff; and ensure staff performance are evaluated annually.
- Recruit, train, and supervise volunteers.

C. Procurement:

- a. Procure goods and services for RCS and its programs/projects using universally accepted methods for solicitation, contract management, asset management, and best value for money.

D. Compliance with federal, state and local regulations:

- Submit State nonprofit corporation license renewal reports and fees.
- Submit State and City business license renewals.
- Submit Department of Licensing, Department of Revenue and Employment Security tax payments as directed by CPA.

E. Board collaboration:

- Attend monthly Board meetings and any Board Committee meetings.
- Maintain clear written and oral communication with members of the Board of Directors.
- Provide timely and accurate information necessary for effective Board functioning.

3. **Operate and Manage RCS Programs**

A. Program Development, Implementation, and Evaluation

- Lead RCS in a direction that supports the organization's mission, including strategic planning, development and implementation of initiatives, and administration of programs.
- Establish and maintain productive relationships with local nonprofit and other organizations and government agencies, particularly those working with refugees and immigrants.

- Identify, plan, implement, and evaluate programs, events and projects.
- Assign or delegate program work to staff or volunteers as appropriate.
- Conduct regular staff meeting to facilitate efficient workflow and effective collaboration.
- Create inclusive and productive work environment.

4. Educational Outreach

- A. Serve as an RCS spokesperson for constituents, the media, and the general public. Present policy briefs and other relevant documents to advocate on behalf of RCS.
- B. Work to enhance RCS' image in the community by being positively engaged with local organizations and government entities.
- C. Maintain RCS website, Facebook page, and other social media accounts.
- D. Engage in 501(c)(3)-permissible legislative or other advocacy, consistent with RCS' mission.

Competencies:

- Promotes RCS' mission and strategic goals
- Budget management skills: budget preparation, analysis, decision-making and reporting.
- Demonstrated transparency in ethical leadership and decision making skills.
- Demonstrated excellence in oral and written communication (including public speaking, social media, advocacy).
- Organizational management and leadership abilities
- Project management and/or event planning skills
- Demonstrated creative problem solving abilities.
- Sensitivity to diversity in all its forms—e.g. culture, gender, race, age, nationality, religion
- Ability to lead strategic planning, change, results-based management, and reporting
- Builds strong relationships with clients focusing on results and impact for clients
- Builds strategic alliances that promote initiatives and create networks with partner organizations.
- Resource mobilization to expand and diversify RCS' funding base.
- Job knowledge and expertise.
- Openness to change and ability to manage complexity.
- Ability to build and promote effective teams.
- Responds positively to feedback.
- Intermediate level computer skills (Microsoft Office Suite, G-Suite) other cloud based services, and social media expertise.
- Valid WA driver's license.

Required Qualifications:

- Bachelor's degree in related fields such as international relations, public administration, refugee and/or immigration studies, social work and or other related fields).
- Five years and above of relevant work experience in a multi-cultural setting of which:
 - At least two years experience collaborating with people from diverse cultures:

- At least two years leadership experience in a non-profit organization of comparable size.
- Experience of working in collaboration with boards of directors.
- At least two years experience in supervision: employees/volunteers/staff.
- Knowledge of refugee and immigration policies, issues, and challenges.
- Knowledge of refugee resettlement processes, issues, and challenges.
- Fundraising experience: grant writing and reporting; fundraising; maintain donor relations.

Preferred Qualifications:

- Master's degree in Social Work or allied profession
- Over five years relevant work experience
- Two or more years of collaborating with refugees and immigrants
- Bilingual and biliterate abilities (indicate preferred languages).
- International service and/or travel experience
- Two or more years of leadership position in a non-profit organization in any capacity.
- Demonstrated collaborative relationship with a board of directors.
- Two or more years of experience in supervision of employees/volunteers/staff.
- Successful grant writing and reporting skills.
- Experience of managing organizational budgets (in excess of \$500,000 annually); management of multiple grants (7 or more).
- Advanced level information technology and information security skills