



Executive Director Position Description

ORGANIZATION:

Founded in 2005, Heart Gallery Alabama's mission is to connect youth in foster care with supportive adults who provide the stability and guidance they need to thrive. Visit www.HeartGalleryAlabama.com for additional information.

POSITION:

The Executive Director is the Chief Executive Officer of Heart Gallery Alabama. The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives. This is an in-office role working flexible hours as needed, including some evenings/weekends and in-state travel. The projected start date is Summer 2025.

RESPONSIBILITIES:

NOTE: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provide leadership in developing programs, organizational and financial plans with the Board of Directors and staff and carry out plans and policies authorized by the Board.
- Develop and maintain sound financial practices. Ensure that adequate funds are available to permit the organization to carry out its work.
- Assist the Board of Directors with creating a strategic plan that achieves HGA's mission in a consistent and timely manner.
- Promote active and broad participation by volunteers in all areas of the organization.
- Work with the staff, Finance Committee, and the Board to prepare a budget; ensure that the organization operates within budget guidelines.

- Maintain official records and documents; ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the field of foster care and adoption.
- Keep the Board of Directors informed on the condition of the organization and all important factors influencing it.
- Establish and maintain sound working relationships and cooperative arrangements with the State Department of Human Resources and partnering organizations.
- Represent the programs and point of view of the organization to agencies, organizations, all stakeholders, and the public.
- Oversee/manage the HGA website to ensure it is up-to-date, accurate, and represents the organization and its mission effectively.
- Manage recruitment, employment, and release of all paid staff and volunteers.
- Ensure sound human resource practices are in place and executed consistently.
- Maintain a workplace climate that attracts, retains, and inspires diverse top-quality individuals.
- Directly supervise managers and some staff members.
- Maintain confidentiality as pertains to HGA clients and organizations.
- Perform other related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong organizational skills.
- Excellent writing, editing, and verbal communication skills.
- Demonstrated experience in leadership roles.
- Considerable knowledge of the adoption community and process.
- Effectively communicate with community agencies, photographers, media and other service providers in support of Heart Gallery Alabama's mission and objectives.
- Establish and maintain effective working relations with co-workers, community partners, State DHR, and other stakeholders.
- Consistently exercise considerable tact and courtesy in frequent contact with public officials, news media representatives, and the public.

MINIMUM QUALIFICATIONS:

A bachelor's degree from an accredited university is required. Master's degree or higher education preferred. Professional work experience may be considered.

APPOINTING AUTHORITY REQUIRES:

Possession of a valid Driver License. Child Abuse/Neglect Registry clearance on file updated every two years. Background check required. Three professional references.

"Heart Gallery Alabama is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, age, sex, disability status, genetics, protected veteran status, sexual orientation, gender identity, gender expression, or any other legally protected characteristics in accordance with applicable law."