

**Job Title:** Albion Fellows Bacon Center Executive Director  
**Department:** Administration  
**Reports To:** Board of Directors  
**FLSA Status:** Exempt  
**Prepared Date:** 1/2022  
**Approved By:** President of the Board  
**Approved Date:** 1/2022

**JOB SUMMARY:** The Executive Director represents the core values and mission of the organization. Oversees the daily operations and handles all management and administrative functions. Serves as the chief executive leader inspiring the board, staff, and stakeholders to the vision of Albion Fellows Bacon Center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. **Nurtures and Cultivates an equitable, supportive, inclusive, diverse and engaging work culture** – Sets a positive and professional work culture tone within the organization by ensuring HR policies, as well as hiring, promoting, compensation, employee benefits, paid time off and other leave practices are reviewed, compared to best practice, and modified accordingly, on an annual basis. Ensures annual performance reviews are conducted and are taken into account for promotions and merit-based salary adjustments. Infuses staff feedback and input into continually improving upon the supportive work environment at Albion. Ensures the staff are adequately trained with adequate equipment, materials, and operational support to be able to successfully perform their duties.
2. **Fiscal Accountability** – Works in conjunction with the Board Finance Committee, Board Treasurer, finance contracted service, and finance staff. Develops, recommends, and oversees the adequacy and soundness of the organization’s financial structure for the Board’s approval and oversight to include: developing and overseeing the annual budget; negotiating contracts with vendors and contractors; and ensuring transparency and integrity of the financial management and reporting by developing and implementing processes and practices to achieve the organization’s operational goals in a timely manner and within budget.
3. **Fund Development and Marketing** - Works with the Board and the development, grants, and communication staff on the creation and implementation of strategic marketing, communication, and fundraising plans to include: identifying and cultivating relationships with volunteers, individual, corporate, civic, and faith-based donors; and, public and private grant funders to ensure Albion’s brand and services awareness and fund development efforts are adequate to advance the mission of the organization. Is the lead voice and ambassador for AFBC.
4. **Programs and Services** – Ensures the programs and services delivered to fulfil Albion’s mission are rooted in inclusive, equitable, trauma-informed, and survivor-centered, field-informed and endorsed practice.
5. **Policy Development and Administration** – Supports, oversees, advises and informs the Board of organizational operations to include: interfacing between the Board and staff; guides and articulates the policies, goals, mission and vision to staff, volunteers, funders, clients and the community; informs the Board of all business, technology, and regulatory issues and trends which may impact the organizations goals; and executes the strategic plan as approved by and under authorization from the Board.
6. **Board and Governance** – Develops a strong working relationship with the Board of Directors; develops and maintains an effective communication system throughout the organization; works closely with the Board President to ensure the success of all aspects

of program operations; and with all Board committees, assists in recruiting, training and equipping the Board.

7. **Business and Property Operations**– Leads program directors and staff to design and implement all aspects of Albion’s operations and initiatives; plans, coordinates and controls the daily operations of the organization; works with the property and facility staff to oversee management and maintenance of the facility; assesses facility needs and strategies for successfully maintaining all aspects of the property and facility; works with Board and staff to develop and implement a strategic plan.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises the department heads and provides leadership to all employees. Incumbent carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; scheduling and approving time worked; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of Albion Fellows Bacon Center. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

**COMPETENCIES:**

**Organization-related Competencies** – To perform this job successfully, all employees of Albion Fellows Bacon Center should demonstrate the following competencies;

**Client/Guest Service** – Manages difficult or emotional customer situations; Responds promptly to stakeholder needs; Solicits client and stakeholder feedback to improve service; Responds to requests for service and assistance; Meets commitments.

**Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views; Gives and welcomes feedback; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives; Supports everyone’s efforts to succeed.

**Organizational Support** – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports Albion’s goals and values; Benefits Albion through outside activities; Values and practices diversity, equity, and inclusion in and of others.

**Oral/Written Communication** – Speaks clearly and persuasively in positive or negative situations; Lists and gets clarification; Responds well to questions; Demonstrates group presentation skills and participates in meetings; Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**Job-related Competencies** – To perform this job successfully, employees should demonstrate the following competencies;

**Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

**Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**EDUCATION and/or EXPERIENCE:** Bachelor's Degree (B.A./B.S.) in nonprofit management, human services, human resources, business or other related field; and five plus year's related experience in direct services to survivors of domestic violence, sexual assault, or human trafficking and/or training; or equivalent combination of education and experience is required. Master's degree (M.A. /M.B.A.) is desired. Previous management and leadership experience in a non-for-profit environment working with a Board of Directors is required. Previous fiscal oversight and/or budget management in a nonprofit environment is required. Previous experience with public grants is desired.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:** A valid Indiana driver's license and a satisfactory MVR is required for this position. CPR and First Aid certification are required and training in bloodborne pathogens and universal precautions is required. A clear DCS history, and clear criminal and sex offender background checks is required. E-Verify is required.

**OTHER SKILLS AND ABILITIES:** Computer software skills required include: Microsoft Office, Outlook, Word, Excel, PowerPoint and Adobe. Ability to operate a printer, copy machine, scanner and other office equipment is desired. Incumbent must have the ability to adapt and conform to shifting priorities and demands and execute accordingly. In addition, this position requires demonstrable knowledge of fiscal accountability and management, business planning, policy development and administration, board governance, fund development and marketing, strategic planning and implementation, and project management, while paying close attention to detail is essential.

**OTHER QUALIFICATIONS:** This job may require both local and occasional out-of-state travel.

**SIGNATURES:**

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Incumbent's Signature/Date

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Board President's Signature/Date