



**CLARITY CLINIC OF SOUTHWEST WISCONSIN  
ESSENTIAL FUNCTIONS – EXECUTIVE DIRECTOR**

**Objective**-The Executive Director has full responsibility for all aspects of Clarity Clinic of SW Wisconsin (CCSWWI), which includes implementation of policies and procedures approved by the Board of Directors within the parameters of CCSWWI's budget, as applicable.

**Reports to**-Board of Directors

**Supervises**-All paid staff and volunteers

**1. Qualifications**

1. Agreement with and willingness to uphold the Statements of Principle and Faith, Policies, and Procedures of Clarity Clinic of Southwest Wisconsin (CCSWWI)
2. Demonstrated ability to effectively communicate CCSWWI's vision to staff, donors, and volunteers
3. Ability to provide spiritual leadership, discipleship, and support to volunteers and staff of various Christian denominations
4. Demonstrated ability to manage donor funds prudently thereby creating and maintaining donor and staff trust
5. Bachelor's Degree in business administration, management, non-profit leadership, fundraising, or related field, or equivalent experience
6. Strong work ethic
7. Demonstrated ability to delegate duties and responsibilities to others
8. Excellent organizational, verbal and written communication, interpersonal, public speaking, and problem-solving skills
9. Demonstrated ability to conduct strategic planning and oversee budgeting and all tax/financial aspects of managing a non-profit organization
10. Experience managing/supervising and motivating staff/volunteers
11. Willingness and ability to maintain a professional appearance and style of speech and presentation that is courteous to all groups and donors.
12. Demonstrated ability to relate well to all people/personalities
13. Ability to carry out responsibilities with little or no supervision

**2. Administration**

1. Facilitates strategic planning and, with the Board of Directors, prepares long and short-term objectives consistent with the strategic plan to achieve CCSWWI's ministry goals
2. Provides managerial support and direction to any CCSWWI department directors, managers, staff and volunteers

3. In consultation with the Board of Directors' Treasurer, and other appropriate staff, generates an annual budget to be presented to the Board of Directors for approval
4. Oversees CCSWWI's expenditure for budgeted expenses and purchase requests
5. In partnership with the Development Director, ensures that accurate and current financial records are kept and reported to the Board of Directors monthly, as per accounting policies and procedures
6. Reviews and approves staff hours to be input to external payroll processors for bi-weekly payroll
7. Coordinates tax filings and, if needed, external audits with external accountants and workers compensation insurance providers
8. Oversees compilation of statistical records and monthly department reporting to the Board of Directors and ensures record keeping accuracy
9. Coordinates a yearly calendar for the ministry and implementation of special events
10. Ensures all CCSWWI policies are current and implemented, including accounting policies and internal control procedures
11. Maintains policies and procedures manual for CCSWWI
12. Holds regular meetings with staff with an agenda to address client, staff, clinic and overall CCSWWI needs
13. Attends all Board of Director meetings and presents a monthly report
14. In coordination with the Development Director, oversees the donor management program
15. Manages all financial audits in collaboration with the Board's Treasurer
16. Spearheads human resource planning in collaboration with Board of Directors to achieve organizational goals

### **3. Employee Staffing and Development**

1. Assures that job analysis, recruitment, and selection activities are conducted to assure adequate staffing levels
2. Oversees all staff development; leads development of any directors/managers to maximize their potential, allowing them to do the same for their department staff
3. Assists staff in training coworkers
4. Oversees and supervises volunteer in-service training and staff meetings, ensuring that policies and procedures are followed
5. Motivates staff; encourages them and recognizes their accomplishments, keeping notes for possible future use related to performance evaluation
6. Disciplines staff, if needed, according to policy, keeping notes for possible future use and documenting formally when policy requires
7. Conducts written and oral evaluations of staff annually

### **4. Advancement**

1. In coordination with the Development Director, develops and maintains strong working relationships with key contacts in community, including businesses, civic groups, churches, and philanthropic prospects
2. Assists Development Director in planning, conducting and executing major fundraising events/activities
3. Provides public leadership and visibility related to CCSWWI's ministry

4. Continually assesses and re-establishes goals for effective implementation of ministry programs
5. Assists Development Director in researching potential grant funders and development and writing of appropriate grants

#### **5. Public Relations**

1. In cooperation with department staff, develops and maintains relationships with other ministries/organizations serving most relevant client needs.
2. Represents CCSWWI ministry and services to the media and community served
3. Oversees CCSWWI publications and promotional materials used in presenting CCSWWI to clients, the community, and churches, including social media and other written marketing materials
4. Works closely with the Board of Directors and Development Director to promote public awareness of the ministry through marketing, advertisement, and church presentations

#### **6. Other**

1. Stewards CCSWWI monetary and other resources responsibly and in alignment with organizational policies and best practices
2. Performs other duties as necessary for the daily operations of CCSWWI and/or as assigned by the Board of Directors