



www.matrixparents.org

Job Description
Executive Director

About Matrix: Matrix Parent Network and Resource Center is a parent-founded, parent-operated nonprofit organization founded in 1983 with a mission to empower families of children with special needs to successfully understand and access the systems that serve them. Matrix provides both direct and support services to families and children ages birth-26 in Marin, Napa, Solano and Sonoma Counties. We also serve other parent centers throughout Region D, thirteen western states and the Pacific territories.

Job Summary: The Executive Director (ED) is responsible for creating the infrastructure and policies to ensure the organization's consistent achievement of its mission and financial objectives, has overall strategic and operational responsibility for Matrix's staff, programs, expansion, and execution of its mission. She or he will have deep knowledge of the field, its core programs, operations, and business plans. We are in search of a dynamic leader who can bring Matrix into the 21st century on a technological level, while building new networks and collaborations with local agencies and funders so that the organization can grow its services and reach in the community.

Reports to: Matrix Parent Center Board of Directors

Overall Responsibilities:

- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Lead and drive development efforts, which include seeking funding from major donors, supporting grant writing, developing community connections, and creating an annual development plan that includes growth milestones and achieves sustainability of the organization.
- Provide leadership in developing and sustaining programs that are mission driven.
- Develop and maintain organizational and financial health along with the Board of Directors and staff, and carry out the necessary plans and policies to achieve this.
- Maintain official records and documents, and ensure compliance with federal, state and local laws and regulations.
- Maintain a working knowledge of significant developments and trends in the field.
- Ensure the board is kept fully informed on the condition of the organization and all important factors influencing its financial and programmatic achievements.

Communications and Community Engagement

The Executive Director will:

1. Maintain a robust communications and marketing plan and approach for all the activities of the organization, including its programs and goals.
2. Establish sound working relationships and cooperative arrangements with community groups, including local, regional and national partners.
3. Represent the programs and perspectives of the organization to the community, related organizations, and the general public.
4. Build collaborative networks for opportunities and new programs.

Staff Relationships

The Executive Director will:

1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
3. See that an effective management team, with appropriate provision for succession, is in place.
4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
5. Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.

Budget and Finance

The Executive Director will:

1. Be responsible for developing and maintaining sound financial practices. This includes leadership and oversight that ensures infrastructure is in place to reach yearly income and budget goals.
2. Ensures that adequate funds are available to achieve the programs and objectives of the organization.
3. Works closely with the Board to maintain organizational solvency.

Other Specific Job Responsibilities

- Planning and operation of annual budget.
- Establishing employment and administrative policies and procedures for all functions affecting day-to-day operation of the nonprofit.
- Serve as Project Director for specific grants and programs responsible for providing reports and tracking deliverables to funders.
- Serve as the primary spokesperson for Matrix to the organization's constituents, media and the general public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Matrix's Mission.
- Ensure that the technological infrastructure of the organization is up to date, and is utilizing the most recent technology to provide support to clients.
- Report to and work closely with, the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility and support of Matrix.

- Oversee all staff planning and HR functions.
- Development and implementation of a 3-5 year Strategic Plan.
- Work closely with the Board of Directors to ensure committees are highly functional and Board goals are achieved.
- Oversee marketing and other communications efforts.
- Review and approve all contracts for services.
- Other duties as assigned by the Board of Directors.

Professional Qualifications:

- A bachelor's degree required, with a master's degree in a related field preferred or equivalent work experience
- Strong understanding of impact of disability on families
- Transparent and high integrity leadership
- Five or more years senior nonprofit management experience
- Five or more years' experience in budget management, including budget preparation, analysis, decision-making and reporting
- Strong organizational skills including planning, delegating, program development and goal achievement
- Ability to convey an exciting and relevant vision of Matrix's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector. Experience and success with attracting and maintaining an involved and consistent donor network
- Skills to collaborate with and motivate Board members and other volunteers
- Strong written and oral communication skills, including public speaking
- Strong program monitoring and management skills, including proven ability to achieve data driven decision making and the evaluation of program outcomes
- Ability to interface with and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff to build a strong team

Salary & Benefits:

- Salary DOE, begins as an 80% position, with the opportunity to grow into a full time position.
- Benefits include: Health, flexible schedule, vacation, sick, and holiday package
- Matrix Parent Network and Resource Center is an equal opportunity employer.

To Apply:

- Send a Resume and Cover Letter with interest, including salary requirements to Colleen Arnold, c.arnoldadvocacy@gmail.com.
- Personal or family experience with disabilities strongly desired.