

11. Assists Division Directors in developing and administering individual budgets, annual work plans, and performance reports.
12. Serves as the Agency's primary point of contact for coordination and execution of external audits and program reviews.
13. Oversees risk management strategies to mitigate risk in program operations that could result in financial or public relations losses.
14. Represents the Executive Director and/or the Agency on various boards and committees, and at events.
15. Participates in professional development activities to keep current with trends and practices in delivery of Agency programs and services.
16. Conducts, or participates in, annual performance reviews of Division Directors, the Business Manager and the Executive Secretary.
17. Establishes and maintains effective working relationships with board members, public officials, clients, donors and staff.

III. KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent leadership and management skills.
- Excellent interpersonal, writing, and communication skills.
- Proven ability to assimilate a high volume of information across disciplines and divisions, providing leadership and support to senior staff and experts in each of those disciplines.
- Ability to creatively problem solve, and make and implement decisions quickly and soundly.
- Ability to thrive in a fast-paced environment and exemplify leadership and composure under pressure, while maintaining high morale
- Ability to balance the delivery of programs and services against the realities of a budget.
- Ability to think strategically, anticipate future consequences and trends, and incorporate them into Agency plans.
- Ability to overcome resistance to change and to take unpopular stands when necessary.
- Ability to work with a wide range of people representing various backgrounds, levels of training, and career stages
- Ability to multitask, offering support and advice to the Executive Director, as well as to Division Directors and the Business Manager.
- Thorough understanding of finance, systems, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing.

IV. EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Minimum of a Bachelor's degree in business administration, public administration, management or a related field – MBA, MPA, MSM or similar advanced degree preferred. A well-documented history of progressively responsible management and leadership experience of more than 10 years may be considered a substitute for fulfillment of the minimum educational requirement.
- Five to 10 years management experience that includes relevant experience in a senior leadership position and/or at an executive level.
- Prior leadership or management experience at a non-profit or government agency is highly desirable.

V. SPECIAL REQUIREMENTS:

- Must be legally eligible to work in the United States.
- Must pass a pre-employment drug test and any post-employment drugs tests directed by the Agency.
- No felony convictions, as evidenced by an Indiana State Police Limited Criminal Background Check.
- Must possess and be able to maintain a valid state driver's license.
- Must have reliable personal transportation.

- Must maintain the minimum liability coverage required under Indiana law on any vehicle used to carry out the duties and responsibilities outlined in this job description; proof of coverage must be provided to employer.

VI. PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this position, the employee is regularly required to talk and/or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The work environment characteristics are representative of a general office environment with moderate noise levels. Employee may occasionally be required to drive to and from various locations to perform worked related tasks and to meetings using personal vehicle (employer reimburses incumbent at the agency's establish mileage rate). Employee may be required to occasionally work extended and/or evening hours, to travel out of town for training/conferences, sometimes overnight.