

# **EXECUTIVE DIRECTOR**

The Children's Grief Center of El Paso

## **ORGANIZATIONAL OVERVIEW**

The Children's Grief Center was founded in 1995 as the only children's bereavement center in the surrounding area. We are the sole provider of grief support programs for children, teens and their surviving parents or guardians following the loss of a loved one. We provide peer support for children and teens, education, training and outreach to our community. We believe that no child should grieve alone. We strive to help children and their caregivers understand the depth of their grief, stabilize and preserve family relationships.

Founded in 1995, our office and services are provided in the El Paso area. Led by a 13-member Board of Directors, the Children's Grief Center provides peer grief support programs and school outreach programs for children 5-19 who have lost a parent or family member or friend to sudden tragedy, chronic illness, sudden death, murder, military conflicts or suicide.

## **GENERAL JOB DESCRIPTION**

Reporting to the Board Chair, the Executive Director leads and manages the overall operations and staff of the Children's Grief Center in accordance with policies and goals established by the Board of Directors. The Executive Director works in cooperation with Board members to implement the Organization's goals of serving grieving children and families. The Executive Director also oversees and trains volunteer group facilitators and part-time staff to develop a results-oriented relationship on achieving the Center's goals and objectives.

The successful candidate is a self-motivated leader with strong integrity who can serve as a role model of best management practices and decision-making. The Executive Director will possess a leadership style that is collaborative in nature and empowers staff and volunteers to achieve their highest potential. The Executive Director will be responsible for working with the board to implement a growth strategy for the organization.

The Executive Director will have multiple years of grief support experience to oversee, train and participate in our "Group Night." The candidate will maintain a positive relationship with area school administrators and Guidance Counselors to continue our School Grief Support Project. The Executive Director will need to be as strong in program development as in running the organization.

## **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Oversees functional responsibility for fundraising, grant writing, and financial accountability for the budget
- Oversees program development, i.e., group nights and the school grief support program
- Works with the Board to create a strategic plan expanding programs and services, while ensuring the budget, staff and priorities are aligned with the organization's core mission

- Builds strong partnerships with community and corporate leaders to further the mission of the Center
- Establishes effective decision-making processes and formulates policies and procedures to enable the Center to achieve its long and short-term goals and objectives
- Cultivates and maintains a strong, transparent, and collaborative working relationship with the Board, with timely open communications on financial, management and program progress against established goals and objectives
- Promotes the visibility of the Center by engaging with businesses, organizations, donors and the community to further the services and brand of the organization
- Supports a funding strategy that includes relationship building with donors, businesses and foundations to help support the organization
- Promotes the Center's visibility throughout the El Paso area; the Executive Director is the face of the organization
- Leads in developing the knowledge, infrastructure, culture, and competencies necessary to establish the Center as a respected provider of grief support programs for children through young adulthood
- Leads in the development and execution of a staffing plan to ensure that the Center can, in a cost-effective manner, provide high-quality programs and support services to grieving children, their families and the community
- Help identify prospective board members and nurtures relationships with prospective board members to strengthen the board

## **REQUIRED QUALIFICATIONS,**

### **Required Skills/Abilities and Knowledge**

- Strong oral and written communication skills
- Aptitude for public speaking
- A proven track record of success in planning and leading effective fundraising programs
- Knowledge of operations within a nonprofit organization
- Budgeting and financial experience including a thorough understanding of financial statements
- Experience in human resources management and application of laws and regulations
- Ability to build trust and confidence with Board members, donors, clients, and key volunteers
- Must enjoy working with and being around children
- Possess an established reputation for high ethical standards
- Experience in relationship building with community leaders
- Demonstrated excellence in critical thinking and analytic skills
- Demonstrated ability to exercise independent judgement, prioritize and accurately complete multiple tasks
- Experience working effectively with diverse clients

### **Required Education**

- Bachelor's degree with a focus on counseling, social work, or mental health

### **Required Related Work Experience and Number of Years**

- Seven to ten years of experience in a leadership capacity with a proven track record of accomplishments

### **PREFERRED QUALIFICATIONS**

#### **Preferred Skills/Abilities and Knowledge**

- Bilingual in English and Spanish

#### **Preferred Education**

- Master's degree or higher with a focus on counseling, social work, or mental health
- Grief education and training experience

#### **Preferred Related Work Experience and Number of Years**

- Five or more years of experience in nonprofit management with a proven track record of accomplishments
- Five or more years of experience working in a counseling/grief related field
- Experience cultivating and training grief group facilitators
- Experience with grant writing