



**Position:** Executive Director  
**Accountability:** Board of Directors  
**Objective:** Maintain total confidentiality, project positive image and promote the mission and values of Pathfinder Services of North Dakota.

**DUTIES:**

**A. Administration and Management:**

- a. Provide staff supervision, development, training, hiring and termination
- b. Implement employee policies, benefits and performance reviews
- c. Prepare and develop oral and written communications
- d. Act as a primary spokesperson and organizational representative
- e. Attend meetings or trainings as necessary and appropriate
- f. Keep organization compliant with State and Federal grant management
- g. Preserve relationships with key partners and affiliated agencies

**B. Board Relations:**

- a. Serve as recording officer and principal professional resource
- b. Assist in matters of strategic planning, policy formulation, interpretation, and implementation
- c. Assist in securing volunteer leadership and provide orientation for new board members
- d. Ensure adherence to bylaws, policies, and procedures
- e. Plan meetings, set schedules, prepare agendas and minutes
- f. Communicate status and progress toward goals

**C. Marketing and Public Relations**

- a. Promote public understanding and support of disability services
- b. Build and maintain relationships with key partners
- c. Oversee year-round media plan to include website and social media
- d. Write and submit press releases and articles
- e. Perform public presentations to promote goals, objectives, and services
- f. Establish fundraising plan, cultivate and solicit contributions

**D. Financial Management**

- a. Monitor systems and procedures for governmental rules and regulations
- b. Development and monitoring of budget, financial analysis, capital asset, and property
- c. Comply with grant fund requirements
- d. Supervise internal operations and controls for record maintenance, database(s), and files
- e. Identify appropriate opportunities for networking and community involvement
- f. Grant writing experience

**DESIRED SKILLS, KNOWLEDGE, AND ABILITIES**

- Bachelor's Degree or equivalent of 3-5 year experience with children's disability services
- Experience in nonprofit sector
- Strong administrative, organizational, written, and oral communication skills
- Strong computer skills with experience in Microsoft Office Suite and QuickBooks
- Possess a valid driver's license and vehicle
- Required travel for in and out-of-state meetings including air travel
- Ability to sit or stand for long periods of time depending on event
- Ability to exercise good hand-eye coordination, arm, hand, and finger dexterity and visual acuity to use monitor, keyboard, as well as to operate other office equipment and read information
- Ability to lift up to 50 pounds when needed
- Perform other duties as assigned