



**Executive Director  
Orange County Region  
Job Description**

**Job Title:** Orange County Executive Director  
**Reports To:** Orange County Board of Directors & Executive Director of Our House Los Angeles  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** November 8, 2017

**BACKGROUND:** Grief is a natural reaction after the death of someone close. Yet in our society, few people are prepared for the intensity and duration of the grief process. Learn about OUR HOUSE Grief Support Center and how we were founded on the premise that griever's need understanding, support, and connection.

The OUR HOUSE mission is to provide the community with grief support services, education, resources, and hope. Since 1993, OUR HOUSE has helped thousands of grieving children, teens, and adults as they embark upon their journeys to hope and healing in the Los Angeles market. In 2016 a group of community leaders formed to launch OUR HOUSE Grief Support Center in the Orange County community. In summer 2017, OUR HOUSE Orange County held its first grief support camp for children. The Board of Directors is now poised to launch additional grief programs for individuals in Orange County.

**SUMMARY:** The Executive Director is a full-time, exempt employee who reports to the Executive Director of OUR HOUSE Central (Los Angeles) in collaboration with the Board of Directors of OUR HOUSE Orange County. The specific duties include the development of annual and longer-term goals and objectives, staff supervision, fundraising, implementation of organizational policies, budget development/ oversight, community relations and Board relationships. The Executive Director is accountable for the stewardship of the organization's mission and the achievement of its goals. The Executive Director is charged with creating a positive, caring and compassionate environment for families, staff and volunteers. Also responsible for ensuring positive relationships with sister OUR HOUSE programs in Los Angeles and the broader regional organization.

**Job Description and Specific Duties:**

Ensure the successful opening and operation of OUR HOUSE Orange County (OHOC). Cultivate strong relationships with existing OHOC donors and work to continue their involvement with the program. Identify new supporters of OHOC and involve them in the program's success. Establish a vibrant volunteer base for the OHOC and establish the elements of an ongoing, active volunteer program. Identify the staffing needs for OHOC and recruit talented individuals for each role with the support of the Executive Director of the headquarters of OUR HOUSE Grief Support Center (OH CENTRAL). Establish strong relationships with the Board of Directors, community leaders and key partners; create a professional, positive and inclusive environment.

**Strategic Planning:**

- Develop, along with staff and Board, a three-year strategy and plan for OHOC.
- Ensure ongoing efforts by OHOC to maintain and monitor this plan.
- Manage the budget and timeline for the strategic plan.
- Communicate initiatives and future needs to Boards, staff and agency stakeholders.

**Liaison to OUR HOUSE Grief Support Center Headquarters in Los Angeles**

- Learn and understand the programs of OUR HOUSE Grief Support Center and implement them according to the Orange County strategic plan
- Ensure and oversee the preparation of progress and status reports, records and other documentation
- Build relationship by attending headquarters staff meetings and events, and develop activities to bond headquarters and Orange County

**Budgeting and Financial Management:**

- Work with OHOC Treasurer and Finance Committee, staff, and OH CENTRAL ED to strategically develop two year annual operating budget.
- Manage approved annual budget and report quarterly to Board of Directors and OH CENTRAL ED financial management protocols.

**Fundraising and Public Relations:**

- Directly responsible for creation and implementation of a comprehensive fund development program that targets such funders as public and private foundations and individual donors, through grant applications, the cultivation cycle, and special events.
- Research funding sources, establish strategies to approach funders, submit proposals, make presentations, and engage in donor stewardship
- Identify new opportunities and means of enhancing existing efforts and involve volunteers in fundraising efforts. Attend all development committee meetings.
- Educate prospects about OHOC, cultivate relationships through ongoing communication and involvement with OHOC activities. Solicit monetary and in-kind donations.
- In coordination with the OHOC Development Director and Board of Directors, identify foundations and corporations that are prospects for OHOC and participate in their cultivation and solicitation.
- Act as liaison with outside organizations or individuals raising funds on behalf of OHOC.
- Supervise handling of all donated income and ensure proper routing of monies to bookkeeper for deposit.
- Supervise acknowledgement of all gifts and ensures acknowledgement letters and/or receipts are issued as appropriate.
- Manage database of donors and prospects.
- Represent OHOC to various audiences in professional manner consistent with image and mission of this organization
- Coordinate entity's fundraising activities with those of OH CENTRAL.

**Board of Director Support:**

- Attend and contribute to meetings of the Board of Directors and committee meetings.
- Provide a monthly written Executive Director's report for Board and Executive Director OH CENTRAL. Ensure board has sufficient and up-to-date information on matters affecting the operation of the organization.
- Identify potential new board candidates in the local community.
- Assist in the selection and evaluation of board members, and oversee development and implementation of orientation and education for incoming board members.
- Responsible for implementation of OHOC governing rules, policies and goals as adopted by Board of Directors.

**Program Services:**

- Ensure that all programs are consistent with mission and goals of OHOC and OH CENTRAL.
- Manage Human Resources according to authorized personnel policies and procedures that fully conform to current laws and regulations, ensure that job descriptions are updated and that regular performance evaluations are held.

- Determine what facilities, furniture and equipment are appropriate to the needs of the organization and ensure maintenance if secured.
- Maintain official records and execute legal documents as required; ensure compliance with federal, state and local regulations for non-profit agencies.
- After strategic plan is created for Program Impact benchmarks, ensure creation, assessment, and ongoing quality control for potential programs, including Camp Erin-OC, support groups, professional education, and on-site grief responses
- Ensure that programs and products are consistently presented in a strong and positive image to relevant stakeholders and within the community
- Monitor community needs on an ongoing basis
- Develop and provide to the Board and other applicable bodies, summary reports of programs and services including statistical and qualitative feedback about program and service delivery and recommendations for future improvement and change, in accordance with HQ reporting
- Set high standards of customer service and ensure training and support to create an outstanding, meaningful experience for all families
- Responsible for budget design and monitoring of operating expense statistics, donation and revenue analysis and projections, communications with the Constituent Division Board Treasurer.
- Responsible for fiscal management and supervision
- Responsible for implementation and supervision of all local accounting functions, in collaboration with the OH CENTRAL.

**Required Education, Qualifications & Experience:**

- Bachelor's Degree, advanced degree preferred
- 5+ years of progressively responsible related experience
- Deep-rooted connection to the grief support mission
- Exceptional verbal and written communication skills

**Supervisory Responsibilities**

Dependent upon organizational structure but typically 3-5 direct reports.

- Responsible for overseeing and leading all OHOC grief support efforts, deploying staff, Board members, and volunteers as needed
- Responsible for recruitment, employment, development, and release of all staff
- Develop and lead staff meetings and annual retreats
- Directly supervise Program, Development, and Administrative staff
- Maintain a working knowledge of significant developments and trends in the nonprofit sector

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Strong communication, presentation, and organizational skills are a must. Established experience with development, sales or sponsorship. Special events and cause-related marketing experience a plus. Must be able to multi-task in a fast paced environment, and be willing to work evenings/weekends as necessary.

**Education and Work Experience**

A bachelor's degree with a minimum of 5 years of managerial and development experience, OR any appropriate combination of education and experience. Prior nonprofit leadership experience in an organization of relevant program focus and size.

**Language Skills**

Ability to read and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, board members, families and the general public.

**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, and commissions

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

Microsoft Office, Microsoft Outlook, Donor Perfect fund development software

**Certificates, Licenses, Registrations**

None

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel; talk or hear. The employee is frequently required to sit. The employee must frequently lift and/or move up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, must be available to work irregular hours, shifts, weekends, holidays. The noise level in the work environment is usually moderate.

Equal Opportunity Employer