



Executive Director

Prevention and Resiliency Services (PARS) is in search of an experienced full-time salaried, executive director with strong management, program development, and administrative skills who will lead the organization in carrying out the agency's vision and mission. Candidate must possess a passion for improving the health and safety of Shawnee County through crime prevention, substance abuse prevention, providing resources and direct services. The executive director will be responsible for providing leadership and overseeing all aspects of the organization and can inspire employees, board members, key leadership and other community groups and members to support the work.

ESSENTIAL FUNCTIONS

- Represents the agency as its spokesperson in a professional manner with funders, key leaders, community organizations/agencies, coalition, donors, and the community at-large.
- Promotes an effective, high visibility and positive public image of the agency and its mission and programs.
- Implements policies, procedures and strategic plans adopted by the board of directors and monitors strategies to improve the effectiveness of the agency.
- Develops and maintain positive relationships with key stakeholders, including grantors, government agencies and officials, community agencies, and volunteers.
- Proactively addresses internal and external environmental challenges to advance agency goals and objectives.
- Provides fiscal development and monitoring, grants management and reporting to board, grantors, and others as required.
- Assures compliance with legal, financial, accounting and ethical requirements.
- Inspires, supervises, manages and directs the selection, training and development of staff.
- Participates in and provides leadership and technical assistance to community regional and/or statewide groups as appropriate.
- Oversee agency budget and provides fiscal and program reports to the board of directors.
- Work with the Board Finance Committee to develop annual budget and recommendations for agency investments.
- Oversee fund development efforts including retaining and securing new grant funding and work collaboratively with staff and board to secure new funding sources.
- Develop and oversee contracts as required.

QUALIFICATIONS AND EXPERIENCE

- B.S. or B.A. degree from an accredited four-year college or university in education, social services, communications, nonprofit management, or related field (minimum).
- Minimum of three (3) years of related experience in a management role preferably in a nonprofit organization.
- Supervisory experience.
- Experience in developing and managing budgets.
- Demonstrated ability to collaboratively work with non-profit organizational boards, staff, key leaders and community members.
- Experience with strategic planning, and background in substance abuse prevention is a plus.
- Demonstrated experience motivating and involving others in mission driven work.
- Excellent verbal and written communication.
- Excellent public speaking, presentation and facilitation skills
- Track record of successful grant writing, program development and monitoring grant outcomes.

TECHNICAL KNOWLEDGE

- Proficient word processing skill required: Expertise in Microsoft Outlook, Word, Excel, and PowerPoint
- Experience in using Microsoft Teams, Zoom, and/or other online meeting platforms.
- Knowledge and experience with QuickBooks is a plus.

ADDITIONAL REQUIREMENTS

- Regularly required to see, hear, and/or talk.
- Frequently required to walk, stand and sit for extended periods of time.
- Frequent interactions with different groups of individuals in interior and exterior environments
- Ability to lift 30 pounds.
- Possess and maintain a valid Kansas driver's license, personal vehicle, acceptable auto insurance coverage and an acceptable driving record.
- Ability to pass criminal background check, credit check and drug test.

WORK ENVIRONMENT

- Professional and time-oriented environment
- Interaction with staff, outside agencies, funders and the public

BENEFITS

- Paid time-off
- Sick Leave

- Health Insurance
- Simple IRA (Agency contribution)
- Flexible Spending Account (Available)