



**Vermont Family Network, Inc.  
Executive Director**

**Position Summary:** Under the general guidance of the Board of Directors, the Executive Director is responsible for the implementation and articulation of the Vermont Family Network's mission, vision, and values and for ensuring its integrity. The Executive Director will provide overall leadership for the organization and, in collaboration with the Board, establishes major direction and financial stability for the organization.

**Position Requirements:**

- Master's degree in human services, education, social work, non-profit management, or public administration or an equivalent combination of education and experience required
- Minimum of five years of senior-level experience leading complex non-profit organizations in the areas of education, family support, early intervention, and/or disabilities, or comparable/relevant field
- Experience developing budgets, managing private and government grants, and responsible management of available resources
- Experience with donor cultivation and raising unrestricted funding (experience with the Benevon model is a plus)
- Commitment to and working knowledge of family-centered care, family support, disabilities, special education and disability law and issues faced by families who have children with disabilities or special health needs, including mental health
- Ability to manage projects, partnerships, and professional relationships
- Ability to plan, organize, think strategically, and respond effectively to the organization's needs
- Ability to prioritize and execute essential duties in a timely manner
- Strong written and verbal communication and presentation skills
- Highly developed problem solving and conflict resolution skills
- Strong management and systems analysis skills with experience in aligning management systems and procedures
- Strong ability to build and maintain a highly functioning and cohesive team
- Must be fully vaccinated against COVID-19 unless due to documented medical condition that precludes vaccination or documented religious objection to the vaccine

**Essential Responsibilities:**

**Organizational /Fiscal Management and Development**

- Under the guidance of the Board of Directors, develop and implement the organization's vision, mission, policy, and strategic plan
- Continuously assess and improve infrastructure of the organization to better meet the needs of families, staff, and the community
- Implement Board approved policies

- Develop and monitor the annual financial budget and required financial reporting
- Direct the process of budget control, prioritizing VFN's needs and utilizing funds in the best interest of VFN

### **Leadership and Management**

- Hire, train, lead, and evaluate senior management staff
- Ensure fair, respectful and equitable employment policies and practices
- Lead, develop, and inspire a Leadership team and staff that works in an integrated yet entrepreneurial way to achieve major goals, using coaching, mentoring, and delegation
- Create and maintain a healthy, respectful, and collaborative work environment

### **Program/Resource Oversight, Development, and Evaluation**

- Oversee the writing of grants, effectively connecting programs to funding
- Ensure sustainable fundraising activities and creatively generate other resources to meet and increase the organization's annual budget for unrestricted revenue, utilizing the Benevon model and executing the Visionary Leader role
- Evaluate and maintain the effectiveness and impact of Vermont Family Network programs
- Analyze, interpret, and evaluate major trends in family support and advocacy

### **Public Policy Development and Leaderships**

- Maintain and share expertise in national, state, and local policies, regulations, laws, precedents, practices, procedures, and systems that affect children, youth and families; especially those with disabilities or special health needs
- Serve as Vermont Family Network's spokesperson regarding public policy issues and advocate for improvements in public policy, legislation, and systems locally and nationally to promote family-centered practices that are relevant to children, youth and families

### **Community Relations Direction and Leadership**

- Oversee the expansion of the organization's visibility in educational, medical, and business communities across the state
- Develop strategic and collaborative partnerships with leaders of local, state, and national agencies, organizations and legislative bodies around issues and opportunities of common interest
- Ensure effective statewide communications, marketing and outreach, and represent the organization at public events
- Direct the management and communication of public relations and promotional activities

Diversity, equity, and inclusion are key values within Vermont Family Network. We are committed to building and sustaining an inclusive, equitable working environment for all our staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions that are in alignment with our mission, vision, and values.