JOB DESCRIPTION

Executive Director

Fannin County Family Connection, Inc.

Fannin County Family Connection, Inc. is a Georgia Nonprofit Corporation. It was created to serve the needs and interests of children and families in Fannin County by working collaboratively and in partnership with social welfare, private, and faith-based agencies and organizations on behalf of children and families in order to assist them to become educated and self-sufficient and so that they can live in a safe environment.

The corporation seeks to achieve five important goals for the benefit of children and families in Fannin County: improved child health, improved child development, improved family functioning, improved school performance, and improved family economic capacity.

Fannin County Family Connection currently performs four functions. These are:

1. **Collaborative:** Family Connection facilitates and coordinates regular meetings of its collaborative partners to discuss and address the health and well-being of children and families in Fannin County.

2. **Food Pantry:** Family Connection operates a food pantry which is open four days a week to meet the needs of the hungry.

3. **Homeless Shelter:** Family Connection operates a homeless shelter that can house approximately 18 people. Referrals to the homeless shelter come from law enforcement, other counties and local churches.

4. **Extreme Teens:** Family Connection conducts an after school program for middle school students that focuses on alcohol and drug abuse education and prevention.

Executive Director Position

The Executive Director position for Fannin County was established to provide planning, facilitation, and coordination of services for the Family Connection Collaborative and its partners and to oversee the operation of the Food Pantry, the Homeless Shelter, and the Extreme Teens program. In addition to these responsibilities, fund raising and grant writing for Family Connections and its programs is a critical component of the position.

The Executive Director is subject to the direction of the Fannin County Family Connection Executive Board.
Executive Director Job Duties

Collaborative:

- Facilitate and coordinate the work of its collaborative and its partners.
- Facilitate the annual planning meeting to choose critical issues to be addressed by the collaborative.
- Facilitate and coordinate collaborative partners in developing strategies to address critical and other issues based on population, social, economic, and health and well-being data and on public perceptions and beliefs.
- Review and update the annual plan based on the results of new data and input from the collaborative.
- Submit the annual plan to the Georgia Family Connection Partnership on time and in the required format.
- Attend appropriate plan review meetings and trainings.
- Produce required quarterly reports, an annual self-assessment, and other reports as required by the Georgia Family Connection Partnership.
- Manage all Collaborative correspondence, including email.
- Manage the Collaborative budget, complete and file any forms necessary for reimbursement to the Fiscal Agent, to include the preparation of all expenditure reports in accordance with the needs of the Fiscal Agent and the Family Connection grant requirements and work with the Fiscal Agent to ensure all expenditures are appropriate and recorded properly, and the budget modifications are handled in accord with policy.
- Have a working knowledge of the “Family Connection Standards for Collaboration and Community Decision-Making” and review the standards with the Collaborative on an annual basis.
- Maintain all official records of the Collaborative for the required legal period of time; publish the official notice of all meetings; and maintain copies of all minutes, acts, policies, by-laws, and quarterly reports pertaining to the Collaborative.
- Assist with the Collaborative meeting agenda in partnership with the Collaborative leadership; organize all meetings, attend Collaborative meetings and attend and support committee meetings and working committee meetings.
- Attend and participate in monthly regional Peer-to-Peer Network meetings.

Programmatic:

- Supervise all Family Connection staff and carry out annual evaluations of staff.
- Engage the public and donors to support and promote Family Connection programs.
- Conduct fund raising effort on behalf of Family Connection as well as research and apply for public and private grants which will support the work of Family Connection.
- Develop and implement policies that ensure the safe and effective operation of the food pantry and shelter.
- Oversee the food pantry and work closely with partners to ensure sufficient nutritious and healthy food is available.
• Oversee the shelter to ensure families have a clean, safe and inviting place to stay.
• Develop programs and measures that enhance the shelter and food pantry
• Participate with partner organizations and their meetings and events.

Reporting Responsibilities

• The Executive Director reports to the Executive Board.
• Keep the Executive Board apprised of all matters affecting the proper operation and functioning of the organization.
• Work with the Executive Board to create the operating budget.
• All reports to the Georgia Family Connection Partnership will be responsibility of the Executive Director.

Qualifications

• Minimum of a Bachelor’s Degree in education, social services, or any related field.
• Experience working with low income children and families.
• Demonstrated fundraising/and or grant writing skills.

To apply for this position, submit your resume and cover letter via e-mail to Linda Mahan, director, at lindamahan@etcmail.com. Include the position title in the subject line. This position will remain open until filled.