I. DUTIES OF THE EXECUTIVE DIRECTOR

1. The Executive Director shall be responsible to the Life Exchange Center Board of Directors and receive oversight from its president.

2. The Executive Director shall incorporate the organization’s Mission, its By-Laws, Policies and Procedures to develop the organization’s objectives.

3. The Executive Director shall provide ethical and responsible leadership in conducting the business of the organization and relationships with its stakeholders. He/She is responsible for creating and sustaining organizational capacity and achieving successful benchmarks in alignment with stated organizational rules.

4. In cooperation with Life Exchange Center Board, the Executive Director shall provide leadership in the performance and tasks of fundraising.

5. The Executive Director shall stand accountable for all operating affairs of LEC, including its Transitional Youth Housing Program, operating affairs and will make timely reports its Board of Directors, funders and departments of government as required.

II. JOB DESCRIPTION - The Executive Director shall perform the following tasks or duties:

1. Serve as Primary Staff for the Board of Directors

   A. Attend all regular and special meetings of the Life Exchange Center Board of Directors.
   B. Support Board of Directors Committee Meetings and attend as needed.
   C. Keep Board of Directors informed with monthly reports for its regular scheduled meetings, consistent with LEC By-Laws. Provide quarterly reports for the Cuyahoga County Alcohol Drug Abuse and Mental Health Services (ADAMHS) Board and other state and federal reports as required by law.
   D. Identify and research issues for the Board of Directors.
   E. Plan and execute the operations of LEC and its programs in accordance with the By-Laws, Policies and Procedures of the Board and LEC Mission.
   F. Develop and present to the Board and its authorized committees strategies for accomplishing the objectives of the LEC and the TYHP.
2. **Serve as Principal Fundraiser**

   A. Research grant opportunities necessary for sustaining the work of the Life Exchange Center and its programs. Grant opportunities must be presented to the Board of Directors for approval.
   B. Develop collaborative community partners for current or new projects
   C. Develop fundraising vehicles for the organization.

3. **Serve as Primary Contact for Information and Communication**

   A. Market LEC support services and provide public relations
   B. First point of contact or spokesperson as appropriate
   C. Information repository
   D. Maintain a personal understanding of local, state, and federal laws and regulations as they apply to the mission and operation of the organization
   E. Assure that the work and image of LEC and its programs are positively projected.

4. **Manage Life Exchange Center and Transitional Youth Housing Program**

   A. Supervise LEC and TYHP staff and conduct their probationary and annual evaluations
   B. Develop staff positions descriptions and make hiring and termination decisions in collaboration with the Board of Directors
   C. Recruit and screen candidates for staff positions
   D. Assure staff back-up as needed
   E. Provide leadership for staff development

5. **Facilitate An Environment that Promotes Recovery and Independence**

   A. Provide services, activities and supports which focus on members’ strengths, needs and hopes; and include meaningful member input into the design, implementation and delivery of all programming
   B. Facilitate and assure members/residents contributions to LEC programs
   C. The LEC programs will provide opportunities for members to engage in activities that take into consideration its members’ interests, skills and capacities for growth.

6. **Other Duties as Needed and Assigned**

(Updated: January 2017)