

Powell House Executive Director(s) Job Description

Powell House is the conference and retreat center of New York Yearly Meeting of the Religious Society of Friends.

Our Vision: To be the place of heart-felt welcome where all are empowered to live authentically in the world and to recognize truth and call it forth from one another.

Our Mission: To foster spiritual growth after the manner of Friends and to strengthen the application of Friends' testimonies in the world.

The Executive Director is responsible for the successful leadership and management of Powell House according to the strategic direction set by the Powell House Committee (PoHoCo).

Primary Duties and Responsibilities

Leadership

- Provide thoughtful spiritual leadership to Powell House
- Participate with the Powell House Committee (PoHoCo) in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform PoHoCo of internal and external issues that affect the organization
- Cultivate Powell House as an anti-racist organization, one that serves diverse populations and supports a safe community
- Foster effective teamwork between PoHoCo and the Executive Director and between the Executive Director and staff
- In addition to the Clerk of PoHoCo, act as a spokesperson for the organization

Operational planning and management

- Develop operational plans that incorporate goals and objectives that work towards the strategic direction of Powell House
- Oversee the efficient and effective day-to-day operation of Powell House
- Cultivate rental business by both Quaker and non-Quaker groups
- Draft policies for PoHoCo approval and prepare procedures to implement the organizational policies; review existing policies on at least a biennial basis and recommend changes to PoHoCo as appropriate
- Ensure that electronic and hard-copy files with sensitive data of personnel, donors, volunteers, and others are securely stored and privacy/confidentiality is maintained
- Provide support to PoHoCo by collaborating with the Clerk to organize the meeting and prepare the agenda and by preparing supporting materials

Program planning and management

- Ensure that the programs Powell House offers reflect the priorities established by PoHoCo with respect to what is offered and who participates
- Oversee the planning, implementation, and evaluation of Powell House programs and services
- Develop programming independently and/or with facilitators that Powell House will offer adults and families and implement those programs
- Monitor the day-to-day delivery of Powell House programs and services to maintain or improve quality, and report results to stakeholders, including PoHoCo

Human resources planning and management

- Propose staffing requirements for organizational management and program delivery and obtain Board approval to implement
- Oversee the implementation of the human resources policies, procedures, and practices including maintaining up-to-date job descriptions for all staff
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations and in support of staff and volunteer retention
- Recruit, interview, and select staff and volunteers that have the right technical and personal abilities to help further Powell House's mission, and ensure they receive a full job orientation
- Implement a performance management process for all staff which includes setting annual performance objectives and professional development goals, monitoring the performance of staff on an on-going basis, and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance and enhance retention
- Critique and document staff performance when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures
- Provide PoHoCo with regular reports related to human resources, and communicate any significant staffing events or contingencies in a timely manner

Financial planning and management

- Work with staff and PoHoCo to prepare budgets
- Work with PoHoCo to secure adequate funding for the operation of Powell House: nurture the financial relationship with the Yearly Meeting, carry out fundraising appeals, make visits to major donors, research funding sources, write grant proposals and reports, and otherwise participate in fundraising activities as appropriate
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer Powell House funds according to the approved budget and monitor the monthly cash flow of the organization
- Provide PoHoCo with regular reports on revenues and expenditures, and communicate any significant financial or operational events or contingencies in a timely manner
- Ensure that the organization complies with all applicable regulatory and legal requirements and carries appropriate and adequate insurance coverage

Facilities planning and management

- Manage the upkeep and improvement of Powell House's grounds, buildings, and equipment to optimally meet the needs of staff and clients and in support of Powell House's strategic objectives
- Ensure Powell House's facilities meet government regulations and standards for health and security, accessibility, and energy efficiency.
- Strive for continuous improvement of Powell House's facilities
- Oversee the provision of accommodations and food that meet clients' expectations within established budgets
- Oversee building projects and renovations
- Find and hire reliable service providers for Powell House's property and building needs that cannot be met by staff and volunteers.

Relations, marketing, and communications

- Communicate with stakeholders in support of Powell House programs, facilities, and fundraising and other resource-mobilization strategies
- Represent the organization at Yearly Meeting and other Quaker gatherings in collaboration with PoHoCo, as well as at local community activities and in other contexts, to enhance Powell House's profile

- Market programs in ways that increase their reach, visibility, and participation levels
- Establish good working relationships and collaborative arrangements with appropriate Yearly Meeting and Meeting groups, funders, and other organizations to help achieve Powell House's goals