

## Job description

Executive Director

### Responsible to

Board of Directors

### Summary of primary job functions

The Executive Director is responsible for establishing and executing major goals and objectives for the organization. Implements policies established by the board of directors. Provides leadership, direction and guidance of Project QUEST's activities. Analyzes and evaluates the effectiveness of all organization operations. Develops and maintains organizational structure and effective personnel. Coordinates major activities through subordinates and appraises assigned personnel. Represents the organization to regulatory bodies, other agencies, community and civic organizations, donors, funders, supporters, and the general public.

## Duties and responsibilities

### General

- Participates with the Board of Directors in developing a vision and strategic plan to guide Project QUEST
- Maintains and expands the active participation of the San Antonio business community to support workforce development through employer partnerships with QUEST.
- Responsible for securing funds for QUEST from multitude of sources, including, but not limited to federal, state, local and philanthropic entities.
- Develops and expands local network of quality education, job training agencies that support QUEST participants.
- Supports viable workforce development projects in the San Antonio community, Bexar County and surrounding areas, in an effort to expand economic development and opportunities.
- Acts as the spokesperson and represents the organization at community activities to enhance the Project QUEST's community profile.
- Provides leadership to organization personnel through effective objective setting, delegation, and communication.
- Oversees the efficient and effective day-to-day operation of the organization.
- Oversees the planning, implementation and evaluation of the organization's programs and services.

### Administration

- Works with the Board of Directors on governance policy issues by providing support and by initiating approved recommendations or actions.
- Ensures compliance to minimum standards in accordance with all government legislation, regulations and guidelines pertinent to the organization's role as an employer and non-profit agency.
- Determines staff training and/or equipment needs of clerical and administrative employees, taking into account annual budget allocations.

- Develops and implements operational plans, policies, and goals that further strategic objectives.

**Financial**

- Maintains full awareness of the complete financial, statistical, and accounting records of the organization.
- Ensures that operating results established in the annual budget are achieved and the control of operating expenses within budget.
- Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting.
- Ensures the preparation of the annual budget for board approval.

**Qualifications**

- Master's (preferred) or Bachelor's degree from a recognized educational institution.
- Experience in economic development.
- Visionary leadership and strategic planning experience.
- Experience in administrative or management role supervising staff, and demonstrated ability working with a team (preferred).

Interested applicants should send a cover letter and resume to Adriana Rocha Garcia by email at [adriana@questsa.org](mailto:adriana@questsa.org) by March 10, 2017. Job is open until filled.