



Mothers & Babies PERINATAL NETWORK

Of South Central New York, Inc.

457 State Street
Binghamton, NY 13901
Phone: 607-772-0517 / 800-231-0744
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Position: **Executive Director**

Reports to: **Board of Directors**

Function: *The Executive Director is the primary staff for the Board of Directors and responsible for management of ongoing operations, program implementation and performance monitoring of all Network staff.*

Responsibilities:

Essential:

1. Assist the Board of Directors with the development of M&BPN organizational policies, procedures and long-term planning to ensure organizational stability and achievement of Network goals and objectives.
 - A) Assure the functioning of subcommittees of the Board, either through direct participation or designation of appropriate staff.
 - B) Organize and facilitate new Board member orientation.
 - C) Provide financial reports to the Board of Directors.
2. Attends all meetings of the M&BPN Board of Directors, without vote. Assists with preparation of meeting agendas, keeps or assigns responsibility for maintenance of meeting minutes, and implements actions of the Board. Accepts assignments for special projects from the Board of Directors that pertain to business matters of M&BPN.
3. Coordinates/directs the development of M&BPN goals and objectives for all funded programs. Develops and executes plans to achieve approved goals and objectives and report on status. Assures consistency of projects to Mission.
4. Assures financial competency of overall organization. Prepares all grant operating budgets. Performs ongoing monitoring of budget performance, institutes control systems and takes corrective action as needed. Assures adherence to financial management and reporting requirements of all funding agencies
5. Supervises all employees of M&BPN, including hiring, firing and performance evaluations with the primary goal of ensuring efficient and quality program management. ED direct hires include: Program Directors, Office Manager, Finance Manager, Development Coordinator and Community Relations Coordinator. Ensures orientation of all new employees and in-services for all employees in compliance with M&BPN policies, federal and state regulations.
6. Maintains M&BPN relationships with federal, state, county and other authorities, professional organizations and other entities as appropriate for the on-going development of the organization and related programs.
7. Develops grant proposals to enhance and/or expand M&BPN programs as approved by the Board of Directors.
8. Coordinates fund development projects to assure fiscal integrity of M&BPN and its programs.
9. Assures maintenance of statistical reporting systems used to monitor state, regional and local data, as well as outcome evaluation of funded projects.

10. Implements approved new programs and services, including development of policies and procedures, purchase of necessary equipment and supplies, and additional staff as necessary.
11. Attends, or assures attendance by appropriate staff, at all required meetings and educational programs for compliance with contract requirements.
12. Ensures equity of services to all areas of M&BPN region as appropriate to need and consistent with mission.
13. Identifies key maternal/child or other related issues that affect families; research public policies and programs that may address/impact, and develop an organizational plan to educate, advocate, or otherwise help ensure an appropriate array of services for residents of the Network region.

Programmatic

1. Maintain up to date knowledge of perinatal, adolescent pregnancy prevention, parent support and public health insurance knowledge. Conduct presentations on each/all topics as requested.
2. Liaison to the Central and Northeastern New York Regional Perinatal Centers.
3. Primary supervision for all program content for each program/contract of M&BPN; assure staff maintain integrity of program and curriculum fidelity.
4. Identify, implement or contract for program evaluation support

Contracted Management Services

1. M&BPN is the contracted administrative management agent for the New York State Perinatal Association and the Association of Perinatal Networks. The Ex. Director is the primary liaison for assurance of legal and fiscal management of both organizations and assigns appropriate M&BPN staff to manage various services and functions.

Minimum Qualifications:

- Master’s Degree in health or human services related field.
- 5-8 years related work experience with at least 3 years in a supervisory capacity.
- Demonstrated knowledge and understanding of agency and grant financial management
- Experienced grant writer – demonstrated ability with # of grants and total \$ value
- Experienced manager of federal, state and local government contracts.
- Experience with fund development & as board liaison
- Excellent interpersonal and management skills.
- Excellent verbal and written communication skills; experienced public speaker.

Preferred Characteristics:

- Experience working under the direction of a Board of Directors.
- Experience working with a variety of community health, education and human service agencies.
- Knowledge of state, local and community decision making processes.
- Knowledge of the organization and delivery of health and human services.
- Knowledge of health insurance policies, programs and practices.
- Knowledge of research theories and methodologies.
- Knowledge of south central NY region.

The position of Executive Director is classified as an exempt position and is therefore excluded from the provisions of the Fair Labor Standards Act.