

Stopover, Inc.
www.StopoverInc.org

Agency Mission: Guided by our commitment to innovative service and compassionate care, Stopover has worked since 1970 toward the enhancement of the lives of central Indiana's most vulnerable and disenfranchised residents—youth involved in family crisis. We provide a uniquely warm and welcoming shelter home, transitional living programs, home-based and family-centered counseling, youth support groups, a crisis hot line, and community outreach and education. Stopover especially embraces those youth excluded from traditional social services systems, and, in accord with our grassroots and community-based origins, addresses each client as an individual with unique strengths and needs.

Job Title: Executive Director/Chief Executive

Function:

- To implement the short and long term strategic goals and objectives of the organization
- With the chair, enable the Board to fulfill its governance function
- To give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives

Reports to: Board of Directors

Essential duties:

1. Oversee human resource management - hiring, training, supervision, development and evaluation of all Stopover staff, students, and volunteers.
2. Establish and maintain effective working relationships with funders, donors, community partners and collaborators.
3. Establish and maintain effective working relationships with the Juvenile Court, Child Protection Services, the schools, and other referral sources.
4. Staff the Stopover Board of Directors, providing regular information regarding programmatic issues, finances and program performance.
5. Coordinate overall program planning, development and evaluation, design and implement new program components as needs emerge.
6. Develop budgets, submit funding requests and negotiate contracts to initiate and maintain programs.
7. Direct the preparation and timely submission of required reports.
8. Monitor program performance to ensure that program objectives, contractual obligations and licensing requirements are being met.
9. Conduct regular staff meetings; arrange for appropriate in-service training opportunities.
10. Oversee fundraising planning and implementation of fundraising activities, including identifying resources, researching funding sources, establishing strategies to approach funders and donors, submitting proposals and administering fundraising records and documentation.
11. Establish relationships with state, regional, and national youth serving partners.

12. Develop an outreach plan including presentations to schools, churches, civic groups and other audiences, including radio and television, regarding the mission and services of Stopover
13. Participate in screening and assigning referrals as administrative responsibilities permit.
14. Share on-call responsibilities on a rotating basis with other staff.
15. Facilities management - oversee the maintenance and repair of the group home, ensuring compliance with applicable codes and regulations.
16. Negotiate with vendors and oversee the purchase of all program equipment and supplies.
17. Safeguard the integrity of the organization and the services provided.
18. Perform other related responsibilities as assigned.

- Qualifications:**
- Master's Degree in Social Work, Counseling or a related human service field highly preferred
 - Three (3) years of experience in youth and family programs
 - Three (3) years of administrative experience which has included supervisory and fiscal management responsibilities
 - Effective oral and written communication skills
 - Demonstrated experience and ability in the area of proposal writing and program evaluation
 - Familiarity with residential program licensing requirements
 - A pre-placement physical and TB test, criminal history check, reference check
 - Cultural competence

Hours: Salaried, exempt professional management position; work hours flexible depending on the needs of the job

Salary: Commensurate with experience

Benefits: Contribution toward medical, dental and optical for employee and dependents, vacation, sick leave, holidays as per personnel policies

How to Apply: Please send the following to StopoverInc1970@yahoo.com

- Resume
- Cover letter including salary expectations and indicate specific fundraising experience and accomplishments.

Deadline: July 1, 2011

6/2/2011