



Executive Director, Miracle Travel Works Job Description

Reports to: Board of Directors

Classification: Full time, Exempt

Job Description and Scope of Job: The Executive Director is employed by the Board of Directors of Miracle Travel Works and is responsible for effectively leading the organization to successfully achieve its mission of service to our families. Specific areas of responsibility include executive leadership of volunteers of the organization; support of positive family relations; executive support to the Board of Directors of the organization; community connecting / liaison activities; and active participation and leadership in local, regional, state levels on advocacy activities.

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily.

Essential Job Duties and Responsibilities:

- Promotes and demonstrates commitment to the organization's mission, vision, values, and program of work.
- Ensures that services provided to families meet their needs.
- Maintain a current understanding of potential issues, medical/travel trends, and best practices.
- Foster a team culture across the organization.
- Provides leadership and direction in the development and accomplishment of organizational goals.
- Provides support and leadership to the Board of Directors and appointed committees.
- Support Board members with administrative tasks, such as event coordination, and special projects.
- Responsible for financial management which would include working with the Budget Committee for the creation and implementation of the annual budget. Ensures that the organization is operating within its budget.
- Involved in all organizational fundraising efforts and goal setting.
- Pursues affordable options to ensure that the Organization is as cost effective as possible in providing services to its clients and in its overall operations.
- Researches and pursues appropriate partnership organizations.
- Acts as spokesperson and liaison for the Organization in all interaction with other groups or organizations and individuals as per directions of the Board of Directors.
- Is the key liaison between the Organization and its client families, community entities, business and civic organizations, and community collaboratives, and other relevant stakeholders.
- Represent the company at social and corporate events in ways that strengthen the brand and communicate the company's message.
- Is responsible for all facets of committee and volunteer management including effectively recruiting, training and assigning work to volunteers based on their interest and skills.
- The ability to actively listen to the content and process of communications by individual clients or volunteers and within or between the group(s), the ability to facilitate meetings, and the ability to coach and mentor are vital in this role.

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Secondary Job Duties:

- Ability to complete special projects.
- Provides leadership strategically and systemically both within the organization and outside.
- Uses relevant data and information to monitor the programs and services of the Organization.

Qualifications:

- It is required that, at minimum, the Executive Director will have a Bachelor's degree in a professional discipline relevant to providing executive leadership for an organization of this type from an accredited college or university or equivalent experience.
- It is required that, at minimum, the Executive Director have two years of experience in a business-related field or other leadership position (three or more years preferred).
- It is required that the Executive Director present a professional and positive image to client families and the greater community through appropriate appearance and grooming, demeanor, and comments.

Skills:

- The Executive Director must have excellent professional communication skills, including written and oral communications skills, strong listening skills, and the ability to make presentations to groups.
- It is required that the Executive Director has strong organizational skills, including the ability to plan, organize, and set long-term strategy with an appropriate work plan to accomplish it.
- It is required that the Executive Director be able to work collaboratively and positively with others of diverse backgrounds, opinions, and needs.
- It is required that the Executive Director be able to independently identify and resolve problems or make recommendations to the Board of Directors about resolution options.
- The Executive Director must be able to apply sound problem-solving skills and make decisions that reflect the best interests of the organization.
- The Executive Director must be willing to accept responsibility for his / her decisions and the resulting consequences.
- It is required that the Executive Director be computer literate and able to use software functions such as email, word processing and spreadsheets.

Work Environment and Time Standard:

- Work in climate-controlled office environment.
- Must be able to operate computer keyboard, telephone, printer/copier/scanner; sit at desk for extended periods.
- Must be available to attend Organization functions regularly scheduled outside of normal business hours.
- Regularly scheduled eight-hour work day, but variations in work volume or urgency may require extended working hours into the evening or weekends of approximately (but not limited to) one to five hours per week, sometimes on short notice.

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EMPLOYEE ACKNOWLEDGEMENT:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with this position. While this list is intended to be an accurate reflection of the current position, Miracle Travel Works reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

Signature: _____

Printed name: _____

Date: _____

The Miracle Travel Works Board of Directors reserves the right to change and/or update this job description at any time.

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