



EXECUTIVE DIRECTOR – POSITION OVERVIEW:

The Executive Director is responsible for successful leadership and management of the organization according to the strategic direction set forth alongside the Board of Directors and Founders. The Executive Director will guide FTS towards achieving its mission of ending commercial sexual exploitation and domestic minor sex trafficking. He or she is responsible for ensuring ongoing programmatic excellence, program evaluation, and consistent quality of fundraising, volunteer recruitment, finance, and administration.

The priorities for the successful candidate will include:

- Leading, inspiring and caring for the FTS staff and volunteer network in their work towards achieving the organization's strategic objectives
- Significantly increasing the reach, capacity, and effectiveness of FTS
- Managing FTS finances, funding flows, statutory reporting and other essential business disciplines
- Maintaining and growing the reputation of FTS as a credible and authoritative voice against commercial sexual exploitation and trafficking
- Maintaining the current FTS donor base, while identifying and securing new funding opportunities for the growth of the programs
- Representing FTS in relevant government, community, and non-profit forums
- Assisting the board of directors in efficiently and professionally fulfilling its governance and oversight roles for the organization

PRINCIPAL RESPONSIBILITIES:

Leadership and Vision:

- Collaborate with the Board of Directors and Founders in developing a vision and strategic plan to guide the organization
- Act as the primary spokesperson, articulating a clear vision and direction for FTS, promoting the mission and building support for programs and initiatives

- Cultivate an organizational environment based on innovation, transparency and continuous improvement
- Lead, motivate and inspire staff to achieve the objectives of FTS's mission
- Ensure that the programs and services offered by the organization contribute to the organization's mission and are in line with the core values
- Maintain a working knowledge of significant developments and trends in the field

Fundraising and Volunteer Development:

- Oversee the creation and implementation of a fundraising plan for the organization
- Oversee the creation and implementation of a volunteer recruitment and maintenance plan
- Seek additional funding from public, corporate, foundation and individual sources in order to grow and maintain a diversified funding stream
- Inspire and support the Board of Directors with their fundraising and development activities
- Identify and cultivate relationships with donors and funders
- Oversee the creation and updating of marketing materials and a marketing plan targeted to different donor and volunteer segments

Financial Management:

- Oversee and strategize all fiscal activities for the organization including budgets and financial reports and facilitate board review and approval process
- Administer the funds of the organization according to the approved budget; monitor monthly income against targets and cash flow of the organization, and ensure the Finance Committee and Board get regular and comprehensive reporting on the fiscal state of the organization
- Ensure timely submission of all federal and state requirements
- Ensure that sound bookkeeping and accounting procedures are followed

Operational Planning, Administration, and Personnel Management:

- Develop an operational plan which translates the strategic objectives of the Board of Directors into concrete, measurable action steps
- Oversee the efficient and effective day-to-day operation of the organization
- Ensure delivery of high quality programming which includes program evaluation and continuous improvement
- Attract and retain qualified, motivated, and innovative staff
- Develop plans for optimal staff performance with clearly stated goals, and evaluation based on performance against those goals

External Relations:

- Serve as chief spokesperson and represent the mission of FTS to the general public and media
- Develop and cultivate trusting relationships with stakeholders, including partner organizations and potential partner organizations, funders, and government officials
- Maintain organization visibility and promote its accomplishments and activities in the community, media and general public

Governance:

- Provide timely reports to assure the Board is kept apprised of all FTS activities, finances, development and constituent issues
- Support efforts for ongoing board development and recruitment