



Man-Tra-Con Corporation is working with a local employer to fill the following position:

**Job Title:** Executive Director (EP-041822—01)

**Location:** Marion, Illinois

**Salary:** TBD

### **Job Description**

Employer in Marion is seeking candidates for an Executive Director position. This is a permanent supervisory position. The Executive Director is responsible for the day-to-day operations of the shelter. She/he will implement the goals and objectives of the organization as established by the Board of Directors. The Executive Director is hired by and answers to the Board of Directors. He/she will work with the community, Board of Directors, funding sources, and other organizations to promote the goals and objectives of the company.

### **Typical duties and responsibilities**

- Shall be responsible for initiating, coordinating and completing the administrative functions required for the effective implementation of established policies and procedures.
- Notify the President of the Board of any changes that warrant Board attention, including those that may have public relations or liability implications. This includes both changes that are made by government or other agencies and those changes the director wishes to implement. This type of change must have Board approval prior to implementation.
- Will advise the Board of Directors of any changes or unusual occurrences that may warrant attention.
- Appropriate business attire is expected except for casual Fridays.
- Ensure accurate records are recorded and maintained. All administrative records shall be properly labeled and easily accessible to Board members when needed.
- Maintain accurate records for the corporation including personnel and payroll records.
- Authorize expenditures of funds within the fiscal guidelines established by the Board and is located in the Policies and Procedures manual.
- Prepare funding requests and proposals.
- Ensure adequate staff training is provided to achieve agency goals.
- Provide direct supervision to case managers to ensure efficient and effective services to our clients. Provide training and offer help with cases as needed and requested.
- Attend to all other duties assigned by the Board of Directors.
- Comply with all funding guidelines.
- Open and handle shelter correspondence received both through the USPS and electronic mail. Distribute to other staff as appropriate.
- Serve as a team leader to promote unity and harmony between residents, staff, volunteers and non-employee workers.

### **Qualifications**

- Bachelor's degree required. A degree in social work or related field is preferred. Experience may be substituted for education with approval by the Board of Directors.
- Must have three years of administrative and supervisory experience.

- Must be able to demonstrate initiative, good organizational skills, and good communication skills.
- Must have a valid driver's license.

**How to Apply**

This employment opportunity is available at no cost to you! To apply, send your resume to: [EmilyPerks@mantracon.org](mailto:EmilyPerks@mantracon.org)

**Man-Tra-Con Corporation is a member of the American Job Center network,  
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