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## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

The role of the Executive Director is to provide leadership and coordination for Full Circle Restorative Justice (FCRJ) and its Programs. This includes working closely with the Program's Board of Directors, staff, volunteers, funders and foundations, state agencies and community stakeholders to carry out the vision and mission of the Program.

The Executive Director creates and manages the overall structures, methods and systems that support the Program's vision and policies as they translate into action, including finding ways to work constructively overcome barriers to the Program's vision.

Reporting to the Board of Directors, the Executive Director's responsibilities include, but are not limited to the following:

### **1. Together with the Board of Directors, and any committees that the Board may establish, the Executive Director will:**

- a. Assure that the organization has a long-range strategy that achieves its mission, and toward which it makes consistent and timely progress.
- b. Provide leadership in developing programs, organizational and financial plans with the Board and staff, and carry out plans and policies authorized by the Board.
- c. Research and coordinate funding opportunities through public and private grants, scholarships and other programs that contribute to the financial viability of FCRJ and its Programs.
- d. Support fundraising activities that may be undertaken by the Board or its committees.
- e. Promote active and broad participation by volunteers in all areas of the organization's work.
- f. Assure all volunteers are adequately trained in Restorative Justice principles and practices, and provide ongoing opportunities for additional education and experiential practices.
- g. Maintain official records and documents, and ensure compliance with federal, state and local regulations, and any specific reporting and recordkeeping that may be required by funders.
- h. Remain current on research and development, and ongoing trends, in the field of Restorative Justice and apply that knowledge in an

effective manner to FCRJ's Programs.

- i. Represent FCRJ at State and Local agency meetings, workshops, retreats and other such gatherings.

**2. In communications, the Executive Director will:**

- a. Assure that the board is kept fully informed on the condition of the organization and all important factors influencing it.
- b. Publicize the activities of the organization, its programs and goals.
- c. Establish sound working relationships and cooperative arrangements with community groups and organizations.
- d. Represent the programs and point of view of the organization to agencies, organizations, media outlets and the general public.

**3. In relations with staff, the Executive Director will:**

- a. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- b. Make recommendations to the board concerning compensation and benefits commensurate with similar non-profit organizations and industry standards.
- c. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- d. See that an effective management team, with appropriate provision for succession, is in place.
- e. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
- f. Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

**4. With respect to budgeting and finance, the Executive Director will:**

- a. Work with staff/volunteers, the board Treasurer and any committees that the board may designate in developing and maintaining sound financial practices, prepare a yearly budget, and see that the organization operates within budget guidelines.
- b. Ensure that adequate funds are available at all times to permit the organization to carry out its work.
- c. Administer directly, or through staff or volunteers, the financial records of the organization in Quickbooks.
- d. Assure that all tax filings are managed in a complete and timely manner according to IRS and other tax authority guidelines and requirements.