Executive Director

Position Description

*Our Mission*: NFPA serves as the trusted national voice of foster, kinship and adoptive parents, through networking, education and advocacy.

The Executive Director is the administrator of the National Foster Parent Association. The Executive Director reports to the Board of Directors, and is responsible for the organization’s consistent achievement of its mission and financial objectives. The Executive Director has overall strategic and operational responsibility for programs, finance, staff, volunteers, and membership. The Executive Director is also responsible for awareness and overall image of the organization and serves as the direct liaison between the staff and the Board of Directors.

**IN LEADERSHIP AND ADMINISTRATION, THE EXECUTIVE DIRECTOR WILL**

1. Develop and maintain a clear, future-oriented vision for the organization, based on NFPA’s mission and goals and in strong collaboration with the Board of Directors.
2. Ensure the sustainability of the organization.
3. Ensure the organization has both a short- and long-range strategy to achieve its mission and priorities, and toward which it makes consistent and timely progress.
4. Maintain the organization’s strong commitment to diversity and inclusiveness.
5. Provide leadership in developing program, organizational, and financial plans with the Board of Directors and staff, and ensure that plans and policies authorized by the board are carried out.
6. Establish effective strategic partnerships and relationships with foster care, kinship care, adoption and other child welfare groups and organizations, to include the NFPA’s Council of State Affiliates.
7. Actively promote the activities of the organization, its programs and goals.

**IN FUNDRAISING AND RESOURCE DEVELOPMENT, THE EXECUTIVE DIRECTOR WILL**

1. Seek and implement innovative and effective ways to increase funds available to carry out activities to achieve the organization’s mission.
2. Develop and ensure implementation of fundraising plans and strategies.
3. Identify and pursue sources of grant funding.
4. Identify potential contributors and solicit donations from individuals, corporations, and others.
5. Establish, cultivate, and strengthen relationships with donors and funders, in collaboration with the Board and staff.
IN FINANCIAL MANAGEMENT, THE EXECUTIVE DIRECTOR WILL

1. Be responsible and accountable for developing and maintaining sound financial practices and procedures.
2. Ensure that adequate funds are available to permit the organization to carry out its work.
3. Work with the staff, finance/development committee, and the board to prepare an annual budget; ensure that the organization operates within budget guidelines.

IN POLICY ADVOCACY, THE EXECUTIVE DIRECTOR WILL

1. Ensure the organization maintains and strengthens its role in U.S. federal public policy analysis and advocacy efforts to ensure children have quality foster care and a permanent family and that the families have the support they need.
2. Maintain and expand relationships with key policymakers at the U.S. federal level.
3. Advocate at the federal, state, and provincial/territorial levels for policies and practices that best serve children who need families and families who provide children with foster care and/or permanency, in partnership with the NFPA Public Policy Committee.
4. Provide leadership to grassroots advocates on key issues related to foster care policy.

IN PROGRAM DEVELOPMENT, THE EXECUTIVE DIRECTOR WILL

1. Work with program staff to maintain high quality programs and services that meet the organization’s mission and goals.
2. Ensure that NFPA tracks and evaluates the quality of programs and services to ensure they meet the needs of families served, overseeing timely changes as needed.
3. Oversee maintenance of official records and documents, and ensure compliance with federal, state and local laws and regulations.
4. Maintain a working knowledge of significant developments and best practices in the field of foster care.

IN COMMUNICATIONS AND PUBLIC RELATIONS, THE EXECUTIVE DIRECTOR WILL

1. Ensure that the board is kept fully informed on the status of the organization and all important factors influencing or affecting it, to include a monthly report to the Board of Directors.
2. Serve as chief spokesperson for the organization.
3. Ensure that the organization effectively responds to key foster care issues in the media.

IN RELATIONS WITH STAFF, THE EXECUTIVE DIRECTOR WILL

1. Be responsible and accountable for the recruitment, employment, development, motivation, and other management of all personnel, both paid staff, interns and volunteers.
2. Ensure that job descriptions are developed and up to date, and that regular performance evaluations are held.
3. Ensure that an effective management team, with appropriate provision for succession, is in place, along with an adequate staffing structure to accomplish program and policy goals, given funding parameters.
4. Encourage staff development and education, and assist program staff in relating their specialized work to the overall mission and goals of the organization.
5. Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.
Qualifications

The Executive Director will be thoroughly committed to NFPA’s mission with proven leadership, program development, and advocacy experience. Concrete demonstrable experience and other qualifications include:

1. A bachelor’s or master’s degree in a human services or related field, or equivalent work experience.
2. A minimum of three years of senior nonprofit management experience, preferably leading a similarly complex organization, with a similar mission.
3. Proven success in raising both public and private funds.
4. Demonstrated experience managing, leading, motivating, and mentoring staff.
5. Experience in program development, including in grant management.
6. Demonstrated experience with fiscal management, budget development and monitoring, and financial oversight.
7. Experience working effectively with a Board of Directors.
8. Strong working knowledge of and understanding of foster care and child and family welfare issues.
9. Demonstrated experience and effectiveness in advocacy, preferably on foster care and child and family welfare issues and on both a national and grassroots scale.
10. Track record of developing authentic relationships with others; ability to establish and maintain collaborations with diverse organizations.
11. Ability to work some evenings and weekends as needed to fulfill the role of Executive Director.
12. Ability and willingness to travel on a national basis as required to support the association.

Personal Attributes

1. Demonstrated passion for and commitment to NFPA’s core mission: supporting foster, kinship and adoptive parents and their families nationally.
2. Excellent communication and facilitation skills.
3. A strategic thinker and innovator.
4. A commitment to diversity and inclusiveness.
5. An eagerness and talent for bringing together diverse people and ideas in service of the mission.
6. A charismatic person of energy and vitality who can motivate staff and board to achieve their personal best.
7. Ability to identify and create strategic partnerships to accomplish goals.
8. Ability to respond effectively and flexibly to changing needs and opportunities while maintaining a focus on the organization’s mission.
9. Commitment to NFPA’s central values:
   - **Families** — Every child and youth should have a permanent, loving family.
   - **Racial and Ethnic Identity** — Children must be supported in their right to a strong and positive cultural, racial, and ethnic identity.
   - **Empowered Parents** — Tenured foster parents provide some of the best, most meaningful support to other foster families.
   - **Connected Communities** — Supported, informed states/communities can work together to effectively promote and support foster, kinship and adoptive families for children experiencing foster care.
   - **Grassroots Advocacy** — People personally touched by foster care are best able to guide efforts to improve child welfare policy and practice.
   - **Organizational Excellence** — NFPA is a strong, evolving, and viable learning organization.
Salary and Benefits
Salary and benefits to be determined by qualifications and discussion with the selected applicant.

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Executive Director Signature
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Email Address
_______________________________________________________________
NFPA President Signature
_______________________________________________________________
Email Address

Form Date 08-23-21