

Dominican Development Group (DDG)

Job Description

EXECUTIVE DIRECTOR

Job Title: Dominican Development Group EXECUTIVE DIRECTOR.

Summary: The EXECUTIVE DIRECTOR is responsible for managing the programs and plans of the DDG and overseeing the operation of the DDG Executive Office. Other key duties include budgeting, development and outreach to DDG stakeholders. The position reports directly to the President of the Board of Directors.

Responsibilities: The EXECUTIVE DIRECTOR shall be responsible for:

- Strategy
 - Leading the DDG's strategic planning processes.
 - Developing a 5-year DDG strategic plan and recommend tasks to achieve these goals (Update in Even Years).
 - Developing and updating a vision statement for the DDG.
 - Developing and implementing a set of objectives for the DDG on an annual basis.
- Operational
 - Coordinating and supporting short term mission teams to the Diocese of the DR.
 - Managing the DR Exploration Trip program.
 - Assuring transport of materials, supplies and equipment is accomplished in a cost effective manner.
 - Reviewing and approving contracts for services.
 - Identifying, maintaining and improving processes and procedures to deliver effective support to the Diocese of the DR.
 - Work with and guide the Board of Director's (Board) Committee Chairs as they perform tasks authorized by the Board.
 - Supervise the ADMINISTRATOR in administering the DR Scholarship Program.
- Financial
 - Developing an annual budget for the DDG.
 - Managing the implementation of the DDG budget.
 - Ensuring that the DDG is compliant with standard non-profit accounting practices.
 - Preparing and filing financial reports required by all Government agencies.
 - Authorizing all disbursements from DDG financial resources in accordance with approved financial procedures.
 - Supporting the ADMINISTRATOR in collecting, transferring and accounting for funds given to support the work of the Diocese of the DR.
 - Supporting the TREASURER in assuring the conduct of an annual financial review.
 - Supporting the TREASURER in assuring the conduct of a DDG financial outside audit every five (5) years.

- Supporting the TREASURER in preparing and filing financial reports required by all Government agencies.
- Development
 - Establishing and implementing a planned giving program for the DDG.
 - Identifying new sources of funding for the DDG.
 - Assuring that existing sources of DDG funding are maintained.
 - Cultivating donors and soliciting grants and individual gifts.
- Legal
 - Signing all notes, agreements, and other instruments made and entered into and on behalf of the DDG.
 - Complying with DDG Articles of Incorporation and By-laws of the DDG.
 - Reviewing and updating DDG Articles of Incorporation and By-laws (As Required).
 - Ensuring DDG compliance with relevant non-profit state, US and Dominican Republic laws and regulations.
 - Insuring adequate insurance coverage for the operation of the DDG.
- Communications
 - Advocating the mission of the DDG to Companion Dioceses and other external stakeholders.
 - Providing timely and accurate information to the DDG Board to enable timely and informed decisions.
- Assessment
 - Assessing the quality of support that the DDG provides to the Diocese of the DR annually.
- Human Resources
 - Hiring and managing staff in accordance with the approved budget, DDG Human Resource policies and guidance from the Board.
 - Developing and maintaining appropriate HR policies and procedures.
- Spiritual
 - Being actively involved in a faith based community where they make their home.

Authorities: The EXECUTIVE DIRECTOR shall have the authority to act on behalf of the DDG concerning all matters pertaining to the management and operation of the DDG subject to the provisions of the Articles of Incorporation, the Bylaws, the written policies and procedures of the DDG and direction of the DDG President.

Professional Qualities: The DDG Executive Director must be:

- An excellent communicator - able to communicate to all levels of the church hierarchy (parishioners to bishops) in English and Spanish.
- Able to establish and maintain an effective DDG development program.
- Skilled at managing a volunteer board of directors and assuring successful DDG board meetings
- Able to provide a mission and vision for the DDG and provide effective leadership to achieve these objectives.

