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Duties & Operational Procedures

This documents basic position descriptions, duties, responsibilities, and operational procedures that govern the staff requirements of Beyond Walls Educational & Vocational Enrichment Program... The purpose of this document serves those who will be employed, and those would will need to preview the internal operation of our program. Additional supplemental will be added as addendums as deemed necessary by the Board of Directors.

1. Board Responsibilities
2. Executive Director Duties
3. Director's Duties
4. Organizational Director's Duties

Benjamin Carter

Benjamin Carter, MCL, M.Div., BCC.
Executive Director

1. Beyond Walls Educational & Vocational Board Requirements:

The following are the responsibilities, terms conditions, and outline requirements of the governing board of Beyond Walls Educational & Vocational Program.

- a. **Select The Executive Director.** The Board shall reach a unanimous consensus on the chief executive responsibilities and undertake a careful search to find the most qualified individual for the position. It is understood that the said applicant must meet the primary qualification that the position entails.
- b. **Support & Evaluate the Executive Director.** The Board will have ensured that the executive director has the moral and professional acumen that supports the mission of the organization and its goals.
- c. **Oversight of the Organization:** to ensure the daily operation of the organization and maintain all federal, state, local, and internal governing guidelines. This will ensure that its function is ethical and legal.
- d. **Oversight of the Mission, Vision, & Purpose:** The Board has the responsibility to collaborate and assist in creating the mission and purpose that maintains the organizations goals, means, and individuals that it will serve.
- e. **Oversight of Program & Services:** The Board has the responsibility to ensure that the organizational program operates within the scope of its intended purpose, and to ensure that those programs are effective and efficient.
- f. **Oversight of Financial & Facilities:** One of the Boards primary responsibilities is to ensure that the programs maintain fiscal integrity, and that the program has the safest and most modern facilities as possible based on the allowance of its budget.
- g. **Support & Sustain a Current & Competent Board:** The Board has the responsibility to recruit candidates that will serve with the highest quality of excellence in its governance. Additionally, it is understood that individuals excuse themselves in matters that may impose a possible conflict of interest.
- h. **Enhance The Organizations Public Standing:** The Board has the collective responsibility to advertise and promote the goals that garner the support from the community.

The internal operational governance of the Board is detailed in the Operational Procedures of Beyond Walls Ministries Inc., and is available for view for pertinent personnel upon approved written request.

2. Executive Director Duties

Job Title: Executive Director/Chief Executive:

1. Function: · To oversee the development and implementation the strategic goals and objectives of the organization.
 - a. Serve as the liaison between the organizations and its board of directors by enabling the Board to fulfill its governance function, and ensuring the board is abreast of the status of the organization.
 - b. To provide direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives.
 - c. The Executive Director will have the responsibility of the overall daily operation of the organization to ensure that if functions within the parameter are of operational procedures and stated requirements of federal, state, and local law requirements.
 - d. The Executive Director will be responsible for the oversight in recruiting & hiring of the most qualified personal for staffing.

2. Reports to: Board of Directors
 - a. Board Administration and Support -- Supports operations and administration of Board by advising and informing Board members at its quarterly meetings.
 - b. Interfacing between Board and staff, and supporting Board's evaluation of Chief Executive Duties, Director of Programming, Adult Education & Vocational Director/s, Community Director, Early Childhood Director, Character Education Director, and Related Staff.
 - c. To ensure that the objects & concerns of related staff mentioned above are communicated to the Board. Note: It is understood that the above mentioned staff has the right to directly represent themselves at said board meetings. And, at the absence of the Executive Director when a possible conflict of interest may arise.

3. Responsibilities: Leadership & Managerial Oversight
 - a. Ensure the ongoing & overall successful excellence of the program; oversee documentation of evaluative areas of program and personal.
 - b. Oversee the weekly/bi-weekly staff meetings and ensure that said meetings have proper meetings for record and distribution to necessary individuals.
 - c. Provide the necessary leadership for the development of the staff and program.

- d. Human Resource Management -- Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations

4. Fundraising , Communications, and Financial Oversight

- a. Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records
- b. Ensure the oversight of all financial documentation and record keeping for the board and required federal, state, and local governmental requirements are satisfied.

5. Qualifications | Experience

- a. The Executive Director should possess an advance preferably Master's in Management and/or Leadership from an accredited educational institution. Additionally, the ED should possess a minimum of 7 years of experience working on a professional level.
- b. ED will have good communicative and conflict resolution skills comparable to the level and extent of programs that are compatible in size, goals, and purpose.
- c. ED shall have strong interpersonal and multidisciplinary skills that will more that meet the challenges related to the oversight of the organization.
- d. ED shall have strong marketing, public relations, and community activism that would lend to the overall success of the organization. Additionally a commitment to unwavering excellence.
- e. ED will maintain the appearance of a professional when conducting his/her duties both in the office and community.
- f. ED will maintain a high standard of moral excellence so as to not bring reproach or compromise the operation of the program. It is understood that a failure to do so is grounds for termination and respected compensation based on service.
- g. The Executive Director will be evaluated yearly by Board Members and a written appraisal that will be signed by COB and ED for documentation of his/her personal files.
- h. Additional Position Description Duties may be added to the ED job description: however, it is understood that the ED will not be evaluated on those added duties within the same year of implantation.

3. Program Director's Duties

Job Title: Administrative & Program Director:

1. Function: The Program Director will have overall strategic and operational responsibility for implementing all activities within the program. The position will be a part of the senior management team, which serves to accomplish the overall strategy of the organization that represents Beyond Walls Educational and Vocational Enrichment Nonprofit Program.

2. Qualifications & Expectations:
 - a. The Program Director is expected to hold a Bachelors of Arts Degree, a preferred Master's form an accredited educational institution. Additionally, a minimum of 4 years of managerial or leadership experience.
 - b. It's expected the Program Director have and maintain the highest degree of personal integrity and serve as an ethical example of the highest order.
 - c. The Program Director will serve as the primary liaison between the selective organizational directors and the executive director by ensuring the overall success of the program.
 - d. The director will be knowledgeable about program operations, and the business plan, and will focus on the following three areas: program's leadership and management, external relationships, and knowledge management.
 - e. The Program Director will make recommendations & advise the Executive Director about the state and status of those under his/her charge, and make every effort to ensure harmony and advert challenges that may circumvent the overall success of the program.
 - f. The Program Director will be expected to maintain a professional demeanor and appearance that reflects the position while serving as a standard of excellence by modeling for those under his/her charge.
 - g. The Program Director will be responsible for representing the Executive Director during the Board meeting in his/her absence, and will serve as an active non-voting member of the Board. Additionally, it is understood that the Program Director will be present during said board meeting as a representative of the program.

3. Responsibilities:

- a. To enhance the program's success in carrying out its goals and objectives that has been assigned by the Executive Director and/or the Board members. And, the implementation of the organizational vision as established in the Strategic Plan.
- b. Ensure ongoing programmatic excellence, being cautious to ensure that all federal, state, and municipal guidelines are being carried out.
- c. Demonstrate consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the program goals
- d. Attract, develop, coach, and retain high-performance team members, empowering them to elevate their level of responsibility, span of control, and performance that accomplishes the objects as assigned by the Executive Director and/or Board.
- e. Work with staff to develop systems to ensure consistent, high-quality project management
- f. Conducting yearly performance evaluation of the staff under his/her given charge.
- g. It is understood that additional Position Description Duties may be added to the Director's job description: however, it is understood that the Director will not be evaluated on those added duties within the same year of implantation, but will be held responsible for carrying them out.

4. Beyond Walls Organizational Director's Duties

The following duty requirements are applicable for all the program directors: (Adult Education Director, Adult Vocational Director, Community Director, Character Education Director, Early Childhood Development Director, Administrative Director, and Facilities Director.

Note: It is understood that the particular Director Duties above listed have individual differences and nuances that may or may not be applicable for each position description. Individual duty descriptions will be written and signed by each director prior to assuming that position.

The Director/s serves as one of the key management team leaders of ***Beyond Walls Educational & Vocational Enrichment Program***. The Director/s is responsible for overseeing the administration, programs and strategic plan of their particular organization, and to ensure that harmony is maintain within the entire organization. Additional key duties such as fundraising, marketing, and community outreach, and whatever it takes to achieve program success are parts of the position. It's understood that the above positions reports directly to the Executive Director. The Executive Director may delegate oversight of the above list of Director/s to the Program Director should that be determined delegation will be done by written signature. The Executive Director still holds the primary responsibility for evaluation and appraisal.

General Responsibilities:

1) The Board Governance holds the responsibility to works with the Executive Director, Program Director, and Organizational Directors in achieving the fulfillment of the organization's mission. Organizational Director/s are expected to attend regular board meetings and may choose to meet with the board in the absence of the Executive Director or Director when a possible conflict of interest is determined. Note: It is understood that no business may be conducted/discussed that are not listed on the Boards agenda.

- The Organizational Director/s are responsible for leading their assigned organization in a manner that supports and guides the overall organization's mission as defined by the Board of Directors and Executive Director.
- It's the Organizational Director/s responsibility for communicating effectively with the Board and Executive Director providing, in a timely and accurate manner, all

information necessary for the organization to function properly and to make informed decisions. The failure to do so may be grounds for removal.

2) Financial Performance and Viability: It's the responsibility of each Organizational Director to Develop resources sufficient to ensure the financial health of the organization they represent, and as assigned by the Board and/or Executive Director.

- Each Organizational Director holds the responsibility for the fiscal integrity of their individual organization by being abreast of income and expenses related to their organization. This would include submission to the Executive Director a proposed annual budget and monthly financial statements, which accurately reflect the financial needs of the given organization.
- Be responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Be responsible for fundraising and developing other resources necessary to support their given organization's mission, and the assigned by the Board and/or Executive Director.

3) Organization Mission and Strategy: Each Organizational Director will work with the Executive Director and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- It's the responsibility each Organizational Director/s to implement of various programs that carry out the organization's mission. Note: It's understood that any endeavor must not conflict with the mission objective of the board.
- The Organizational Director/s holds the responsibility for strategic planning to ensure that their organization can successfully fulfill its mission for future continuity.
- The Organizational Director/s holds the responsibility for the enhancement of each organization & mutual collaboration to be active and visible in the community and by working closely with other professional, civic and private organizations. Note: It is understood, that no decision effecting the security of the mission be made by the Organizational Director without the approval of the Executive Director.

4) Organization Operations. Each Director oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Will be responsible effective administration of its operations.
- Will be responsible for assisting in the hiring and retention of competent, qualified staff.
- Will be responsible for co- signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

5.) The Administrative Director will serve as the organizations logistical link ensuring that all documentation and communication are done in an assigned and expeditious manner. Additional duties maybe assigned by the Executive Director

Professional Qualifications:

- Transparent and high integrity leadership
- Two – Five years senior nonprofit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of its organizations strategy to the Executive Director, Staff, Board, Volunteers and Donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- Ability to be present and professional at all times
- Be able to handle conflict and minimize challenges that pose a threat to the organization

Actual Job Responsibilities:

1. Planning and operation of annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.

3. Serving as the primary spokesperson to the organization's constituents, the media and the general public.
4. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance the organizations mission.
5. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the State.
6. Supervise, collaborate with organization staff.
7. Strategic planning and implementation.
8. Oversee organization Board and committee meetings.
9. Oversee marketing and other communications efforts.
10. Review and approve contracts for services.
11. Other duties as assigned by the Board of Directors