



Executive Director

Prevent Suicide PA is a Pennsylvania-based 501(c)3 organization that works to support those who are affected by suicide, provide education, awareness, and understanding by collaborating with the community to prevent suicide, and reduce the stigma associated with suicide.

Prevent Suicide PA (PSPA) is seeking a dedicated, organized, creative, self-motivated, collaborative individual to fulfill the position of **Executive Director**. This individual will oversee planning, development, organization, and direction of PSPA's operations, programs, and initiatives.

This is a contracted, work-from-home position for 40 hours per week. There will be some travel required across Pennsylvania.

Executive Director Job Responsibilities:

- Responsible for planning, organization, and direction of the organization's operations, programs and initiatives.
- Builds partnerships with community leaders and other stakeholders across the state to assist in achieving goals.
- Assesses "community needs" to develop and advocate for new programs & initiatives.
- Assists with educational programming.
- Prioitizes fundraising activities and attends fundraising events
- Prepares accurate and timely analyses that capture and communicate fundraising results.
- Expands revenue by private, federal, state, and local grants.
- Assists in coordinating grants to meet timelines and goals.
- Coordinates with contracted financial analyst and helps to lead annual budget review, monthly and quarterly reviews.
- Ensures that programs, initiatives and funding relationships are robust enough to meet or exceed strategic goals and objectives.
- Provides organization and oversight to contractors assisting the organization to carry out its mission.
- Oversees and reports on the organization's results to board of directors.
- Seeks Board involvement in both local operations as well as strategic direction.
- Serves as ex-officio to board.
- Other tasks and responsibilities as assigned by the board.

Executive Director Qualifications / Skills:

- Collaborative
- Demonstrated leadership and management skills
- Ability to multi-task
- Takes initiative
- Works independently
- Creative problem-solving skills

- Enthusiastic
- Dynamic
- Flexible
- Organized
- Good communication skills

Education, Experience, and Licensing Requirements

- Bachelor's Degree, minimum
- 5 or more years of non-profit management experience in an operational environment
- 5 or more years management or supervisory experience

To apply for this position, please send a resume and cover letter to info@preventsuicidepa.org by December 23, 2020.