

EXECUTIVE DIRECTOR

Scope of Job

The Executive Director is the chief executive officer of Academy for Five Element Acupuncture. Operating under the direction of the Governing Board, they oversee the administration, programs and strategic plan of the Academy. They are responsible for the school's security and financial well-being. The Executive Director upholds the philosophy, mission, and vision of the Academy.

Job Responsibilities

1. Organizational and Administrative Leadership

- Provides leadership, mentorship and guidance to the staff, faculty and students.
- Supervises or delegates supervision of staff, including hiring, onboarding and overseeing the training of administrative staff.
- Works collaboratively with academic and clinical leadership.
- Ensures adherence to laws and regulations regarding licensing and accreditation standards.
- Monitors organizational activities to ensure achievement of vision, mission, principles and objectives.
- Ensures the safety and appropriate use of the campus.

2. Financial Responsibility

- Works with campus leadership to develop and manage the annual budget; presents YTD financial updates to the Board at all regularly scheduled meetings.
- Monitors and analyzes financial reports; meets regularly with the Board Treasurer and the Finance Office to review financial status of the school.
- Reviews and approves contracts for services.
- Reviews financial audits completed by the CPA and presents to the Governing Board.
- Meet with students as needed to answer questions about tuition accounts.
- Work closely with Financial Aid Officer and School's 3rd party servicer to ensure State and Federal compliance.
- Develop new procedures for increased efficiency in financial tracking and reporting.
- Works with insurance agents to obtain best rates for all insurances, including medical, property and malpractice.
- Oversees HR for new employees and maintains employee files.
- Accounts receivable functions. Collection of all cash receipts and deposit of same.
- Works with external CPA firm processing of all payroll, including time keeping, preparation of payrolls, ensuring payroll taxes deposits, and submission of quarterly and annual payroll tax forms, e.g. RT-6s, 941s, W-2s.
- Works closely with Registrar to maintain employee records, including necessary paperwork for hiring, new employee orientation forms, background checks, enrollment in insurance and other staff benefits.
- Maintain all aspects of the TIAA-CREF employee benefits program, including payroll deductions and distribution of information.
- Partners with Executive Coordinator to collect and monitor payment of tuition and private loans; process credit card payments for student tuition.
- Distribute funds to students from their private loans and/or federal financial aid loans (FFELP-Subsidized and Unsubsidized).
- Drawdown Title IV Funding from G5 (unsubsidized and Grad Plus Loans)
- Calculate and distribute tuition refunds to students and return of funds to the government, including required forms, letters and checks.
- Responsible for preparation of loan acceptance forms and direct deposit of funds.

- Responsible for R2T4 calculations and knowledge of return of funds due to withdrawal. Meet with student to set up payment plan.

3. Community Outreach

- Develops cooperative liaisons with other schools and organizations.
- Represents the Academy to the local community to increase visibility of and advocate for the school and clinic.
- Establishes and maintains relations with faculty and alumni to support their needs.
- Oversees marketing strategies and other communication efforts.
- May represent the Academy in local, state, and national level associations and meetings, including but not limited to acupuncture organizations.

4. Development

- Works with the Governing Board to develop and implement fundraising strategies in support of the Academy's programs and objectives.

Qualifications

1. Master's degree preferred, or comparable experience.
2. Demonstrated leadership in a non-profit environment.
3. Demonstrated experience developing, implementing and monitoring budgets.
4. Demonstrated experience in hiring and supervising staff.
5. Ability to work well with people and make sound judgments.
6. Ability to manage multiple projects simultaneously.

Preferred

1. Experience with human resources and organizational management.
2. Experience in an educational institution.
3. Experience in public relations and fundraising.

Reports to: Governing Board

Salary: D.O.E.

Supervision: Academic Dean, Director of Acupuncture and Herbal Clinics, Accreditation, Legal & Compliance Specialist, Finance Coordinator.

Classification: Full-time, exempt