



Intermountain Forensics

SOP #	ORG-212
Revision #	01

Forensic DNA Technical Leader Approval

Issue Date

11/28/2022

Position Summary- Executive Director

1. Purpose

To describe the roles and responsibilities of the position of the Executive Director within the organization and provide the roles, duties, and responsibilities associated with the position.

2. Summary

The Executive Director is a position shared with the Utah Cold Case Coalition and the individual in the role performs day-to-day financial business administration for the laboratory. As a non-technical staff member in charge of financial management, this position serves a critical role in alleviating risk of impacts on the impartiality of technical staff through a clear division of scientific and financial matters.

3. Procedure

Mandatory Roles and Responsibilities

1. Financial Management
 - a. Manages agency's financial transactions including payroll, invoicing, payables, grant tracking, reconciliations, quarterly and annual tax preparation
 - b. Works collaboratively with the IMF Director of Laboratory Development to ensure timely reporting and billing for all cases coming into the Laboratory
 - c. Oversees agency cash flow
 - d. Ensures annual updates and completion of corporate and DBA registrations, business licenses, and charitable solicitation permits
 - e. Periodically reviews all current expenditures to find organizational cost savings
 - f. Serves as a customer service contact for IMF clients to answer questions about their job status and invoicing questions
 - g. Conducts organizational grant management including financial and progress reporting
 - h. Creates and manages agency budget in conjunction with CEO and Board Approval
2. Business Development
 - a. Responds to and applies for IMF RFPs
 - b. Researches and applies for foundational and governmental grants, and CRA funding
 - c. Coordinates August Cold Case month and end-of-year giving campaigns
 - i. Designs long-term development plan: membership program, new product development, fundraising pushes, etc.
 - d. Maintains grant and RFP response materials library
 - e. Oversees donor relations, including but not limited to, evaluating fundraising/donation software, cultivating new donors, corresponding with donors to share organizational news and accomplishments
3. Management and maintenance of the website, social media, and general IT
4. Human Resources and other Administrative Duties
 - a. Collaborates with the CEO to ensure optimal running of the organization
 - b. Creates human resource policies and procedures as needed for Board approval



Intermountain Forensics

SOP #	ORG-212
Revision #	01

Forensic DNA Technical Leader Approval	Issue Date
	11/28/2022

- c. Manages organization employee files
- d. Coordinates and evaluates potential changes/improvements to employee benefits (health, dental, etc.)
- e. Maintains organizational insurance policies: liability, worker's comp, etc.
- f. Conducts annual salary reviews
- g. Serves as an HR liaison for all staff
- h. Provides general office management
- i. Ensures that agency growth is in line with agency capacity

4. References

N/A

5. Definitions

N/A