

## **Executive Director Sample Job Description**

Reporting to the Board of Directors, the Executive Director (ED) is responsible for implementing policies established by the Board of Directors, establishing and executing major goals and objectives for the organization and has overall day to day operational responsibility for the Organization. The Executive Director represents the Organization to the community, donors, funders, supporters, and the general public.

### **Duties and Responsibilities**

#### **General**

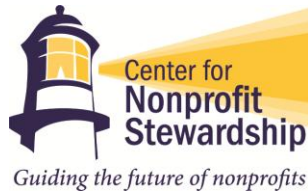
- Acts as the spokesperson for organization
- Executes board-approved policies
- Directs and oversees short and long term strategic plans
- Attends board meetings and provides support to the Board of Directors
- Maintains effective and cost efficient programs
- Develops and implements operational plans, policies, and goals that further the mission of the organization
- Maintains official records and documents, and ensures compliance with federal, state and local regulations
- Maintains a working knowledge of developments and trends in the field
- Sees that the board is kept fully informed regarding the organization and environment
- Builds and maintains a culture which attracts, keeps, and motivates a diverse staff committed to the mission

#### **Financial**

- Ensures accurate and complete financial and accounting records of the organization
- Ensures that financial goals are achieved and operating expenses are within budget
- Works with the board in the preparation of the annual budget
- Ensures that financials controls are met

#### **Human Resources**

- Hires, supervises and when necessary dismisses staff
- Leads, coaches and develops the organization's staff to create a well working team
- Ensures that job descriptions are current
- Conducts performance appraisals as required
- Formulates and implements corrective action as needed
- Ensure volunteers are engaged and recognized for their work



## **Fundraising**

- Expands and maintains fundraising activities to support and grow existing programs
- Targets and develop grant proposals
- With the Board of Directors manages fundraising campaigns and donor cultivation

## **Qualifications**

- At least an BA in Nonprofit Management, Business, or related field with 5+ years of experience
- Is proficient at writing and editing grants and managing major funding campaigns
- Is organized and deadline oriented
- Excellent partnership skills and ability to work with private and public sectors
- Flexible and cooperative approach to problem solving
- Understands the mission/vision of the organization and can relate it to others
- Maintains a positive attitude that encourages participation and enthusiasm
- Respects other people's viewpoints and skills, good listening and communication skills, willingness to compromise and collaborate
- Values diversity and helps to create an organizational culture that appreciates and respects differences
- Displays integrity, self-confidence, persuasiveness, decisiveness, and creativity