

E – Executive Director Sample Job Description

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Executive Director Sample Job Description

The Executive Director is responsible for leadership and management of this agency which exists to (mission statement). The agency provides the following services and programs: (specify).

The Executive Director reports to, and works in close partnership with, a board of directors and is responsible for developing and managing a \$_____ budget. He/she is responsible for a paid staff of _____ people and a volunteer staff of _____ people. The salary range is \$_____ to \$_____. The following benefits are provided: (specify)

Responsibilities

General Agency Management

- Oversee all programs, services, activities and facilities; ensure that all program objectives are met.
- Hire, fire, train and evaluate staff in accord with agency policies and state and federal law.
- Facilitate annual strategic planning process with appropriate staff and board involvement.
- Prepare agency budget annually with appropriate staff and board committees; submit to board for approval.
- Monitor receipts and expenditures and cash flow; report to board or finance committee monthly. Resolve any problems in conjunction with finance committee.
- Be alert to potential issues and opportunities that may affect the agency and ensure that proactive positions are taken.

Board Support and Leadership

- Bring all appropriate issues and policy decisions to the board in a timely manner so that they are addressed and resolved.
- Assist president and nominating committee to integrate new members and provide for ongoing leadership development.
- Provide all board committees with competent staff support.
- Help to maintain board interest and enthusiasm.

Fund Development

- Apply, in a timely fashion, for all funds budgeted from outside sources; keep board informed of outcomes.
- Provide staff support to board committees responsible for raising budgeted income from special events.
- Assist in organizing and provide staff support for annual fund drive.
- Research potential new sources of funds for existing programs; bring to board for decision to apply.
- Be alert to potential funding sources for new programs; bring to board or appropriate committee for inclusion in agency planning process.
- Public Relations
- Ensure that the agency has a visible and effective public image by regular use of the media, speaking engagements before service clubs/organizations, and presence at all appropriate public functions.
- Ensure that all staff and volunteers who interact with the public do so in an informed and effective manner.
- Establish and maintain contact with key individuals in local government, other not-for-profit agencies and the business sector to further agency's public image and reputation.

Qualifications

Minimum two years experience in not-for-profit or public agency management, including supervising paid staff and volunteers; experience working with a board of directors desirable.

Bachelor of Arts or Master of Arts in not-for-profit management desirable; extensive experience may be substituted.

Working knowledge of not-for-profit fiscal management, including fund accounting and budgeting.

Demonstrated ability in public speaking, clear and effective written and oral communication, and effective group skills.

Personal stability, maturity, optimism and a sense of humour.