Job Description - Executive Director

# Title

Executive Director

# Reports To

The Board of Directors

# Summary

The Executive Director acts as the Chief Executive Officer of the organization and is responsible for the overall management and direction of the organization in accordance with its vision and mission. The Executive Director works under the general oversight of the Board of Directors.

# Overview

The Executive Director provides oversight and overall management, planning, vision, and leadership for all aspects of the organization including programs and services, finance, resource development, human resources, member services, communications, and board development. The Executive Director assumes a leadership role throughout the state in partnering with collaborating businesses, foundations, government officials, other nonprofits, and supporters. The Executive Director works with the Board and Board Committees to establish vision, policies, strategic focus, priorities, and general scope of programs the agency will deliver.

# Responsibilities

1. Support and work with the Board of Directors
   1. The Executive Director will take direction from the Board of Directors and work with the Board to assure that the organization operates with a clear mission and a long-range strategic plan that is consistent with the mission.
   2. Provides leadership in developing the organization as an effective, high quality [TYPE OF ORGANIZATION]. The Executive Director will keep the Board informed about issues and events which impact the organization.
   3. Keep the Board of Directors fully informed on conditions, opportunities, issues, and challenges for the organization and the environment in which it operates so that the Board can carry out is governance, financial oversight, and leadership role.
   4. Develop with the Board, on a yearly basis, a work plan for the board to carry forward the strategic plans of the organization.
   5. Provide for the coordination of board meetings and communications.
   6. Serve as staff member to all Board Committees unless otherwise directed.
2. Management of Office
   1. Provide overall staff direction and supervision (directly supervise program management staff), develop a yearly work plan with staff which includes goals, objectives, inputs and outcomes, and timeline for the programs and services to be carried out by the organization.
   2. Provide ongoing management to assure the organization stays within approved plans and budgets.
   3. Develop contracts with outside vendors, professional organizations, and capacity builders and institute with staff quality assurance and supervision strategies to assure effective performance.
   4. Represent the organization in negations with contractors.
   5. Effectively manage the human resources of the organization in a manner which supports a productive, professionally competent work force in an environment respectful of personal well-being and cultural diversity. Manage hiring, firing, and resolution of grievances.
3. Manage Finance and Fundraising
   1. Develop annual budget and fundraising plan, submit to board for approval.
   2. Develop relationship with funders of the organization and maintain regular communications with funders.
   3. Identify grant opportunities and develop proposals and produce required reporting to funding sources.
   4. Contract for and oversee annual audit.
   5. Monitor expenditures and income, plan for core budget self-sufficiency.
   6. Maintain capital assets of corporation.
4. Develop and Coordinate Advocacy Efforts
   1. Develop advocacy strategy and submit to board for approval.
   2. Build relationships with state and local government officials.
   3. Develop relationships with state and national organizations involved in nonprofit issues. (Independent Sector, National Council of Nonprofit Associations, Attorney Generals Charitable Division, and Secretary of State's Office).
5. Management of Program and Member Services
   1. Oversee the development of cutting-edge programs and services as needed.
   2. Ensure program quality and consistency with organizational goals through ongoing evaluation of all programs and services to determine effectiveness and participant and member satisfaction.
   3. Work with Board and staff to develop policies for all program processes (Presenter contracts, registration policies, cancellation policy, etc.)
   4. Oversee development and coordination of events and new programs, conferences, workshops, publications, website, and endorsed service provider relationships.
   5. Develop and maintain corporate and business relationships.

# Qualifications

* 1. Master’s Degree in Nonprofit Management, Public Policy or equivalent
  2. Six years senior nonprofit management experience
  3. Understanding of and experience with capacity building programs
  4. Fundraising, legislative and communication skills
  5. Supervisory and personnel experience
  6. Financial management background
  7. Experience working with board of directors
  8. Evidence of commitment to missions of the nonprofit sector

This is a full-time exempt position

Salary Range:

is an equal opportunity employer and is committed to the belief that each individual is entitle to equal employment opportunity.