

Executive Director Job Description

In program development and administration, the Executive Director will:

1. Assure that the organization has short and long-term strategies for raising funds, developing community awareness, promoting participation in the organization by members who may be serving on a volunteer basis, achieve the Foundation mission and assuring the Foundation makes consistent and timely progress.
2. Provide leadership in developing program, organization, and financial plans with the Board of Directors to carry out plans and policies authorized by the board. Act quickly to respond to rapidly changing conditions.
3. Will serve as the primary human resource officer to recruit, interview, hire or fire potential employees, evaluate workers and their performance and develop training programs to train staff.
4. Maintain official records and documents and ensure compliance with federal, state, and local regulations.
5. Will work outside of regular business hours to attend fundraising events, community events and meetings. Local travel may be required.
6. Maintain a working knowledge of significant developments and trends in the field.

In communications, the Executive Director will:

1. Responsible to represent _____ mission, goals, and activities in a consistent, positive manner to attract community support and goodwill as well as funding.
2. See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
3. Publicize the activities of the organization, its programs, and its goals.
4. Establish sound working relationships and cooperative arrangements with community groups, other non-profit organizations and the general public.
5. Represent the programs and point of view of the organization to government agencies, organizations, and the general public.

In budget and finance, the Executive Director will:

1. Be responsible for developing and maintaining fiscally safe financial practices on behalf of the foundation to ensure it operates within its budgetary guidelines.
2. Work with the Board Finance Committee in preparing an annual budget; see that the organization operates within budget guidelines and plans for any “worst-case scenarios” in which expected funds are not received.
3. Ensure that adequate funds are available to permit the organization to carry out its work. Includes researching, and writing grants, presentation to prospective donors, approaching potential donors, overseeing the usage of grant funds and donations and any follow-up with donors.
6. Jointly, with the president and secretary of the Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.