

Executive Director Position Description

(provided as example only)

Seeking to identify a dynamic association executive prepared to build upon the current successes of the Association. The successful candidate will serve as the Executive Director overseeing the operations and activities of the Association as a whole, advising and making recommendations to the Officers, Board of Directors and Executive Committee, administering and implementing decisions made by the Board of Directors, and maintaining effective staff performance to assure the attainment of the association's goals.

The successful candidate will be an experienced non-profit association executive, skilled talent manager with the ability to train, motivate and work with others, an excellent communicator and consensus builder, and an innovative and forward-thinking leader.

Essential Duties and Responsibilities

Within the limits of the guiding documents, the Executive Director is responsible for, and has commensurate authority to accomplish, the follow duties and responsibilities. The Executive Director may delegate portions of his/her responsibilities consistent with sound operations and staff competency, together with proportionate authority for their fulfillment, but the Executive Director may not delegate nor relinquish any portion of his/her accountability for results.

Organizational Leadership

- Provide oversight and guidance to all programs and staff
- Provide oversight of the staff team including monitoring staff performance and ensuring an adequate staffing plan
- Staffing with competent people; that they are delegated authority and are equitably compensated; and that appropriate limitations of their authority are defined and understood with respect to policy, commitment, expenditures and actions affecting personnel; and that they receive on-going training to assist them in performing their job functions
- Responsible for the overall personnel policy, for hiring of key management personnel and oversee the hiring of support personnel, maintenance of salary administration procedures, and has ultimate responsibility and authority for promotions and terminations
- Ensure a growth-oriented, skill-centered environment in which staff grows and develops skills helpful to meeting the goals and objectives of the organization
- With advice and input from the Leadership Team, formulate and recommend policies and programs, including financial and budgeting for approval by the Board of Directors
- Review activities and ensure activities support stated goals and objectives
- See that the development of programs authorized by the Board of Directors are implemented in a timely manner and that they are effectively administered and controlled
- Ensure legal filings are current in state of incorporation.

Be sure to rely on legal, HR and other professional consultation in the process of employment.

- Authorize, execute or delegate such contracts, agreements, and commitments as may be necessary to carry out the goals and objectives of the organization
- Executes or delegates such other general responsibilities as may be delegated by the Board of Directors or Executive Committee

Financial Management

- Develop annual budget with input from staff and committee and Board volunteers
- Ensure adherence to budget through monthly review of financial statements, forecasting and monitoring
- Develop and maintain an appropriate budgetary procedure with the Treasurer and/or Finance Committee
- Oversee the authorized and proper expenditures of funds and assure that all funds, physical assets, and other property of the association are appropriately safeguarded and administered

Board and Volunteer Engagement

- Ensure that the Board is kept fully informed on the activities and operations of the association including proactive communication around progress towards strategic goals and financial performance
- In conjunction with President¹, develop agendas and materials for Board meetings and conference calls as needed
- Oversight of governance training and best practices
- Execute and implement all decisions of the Board
- Proactively bring ideas for service and program improvements to the Board
- Provide appropriate staff liaisons to committees and provide authority to staff members to enable them to properly perform their liaison functions; and provide Committee Chairs with the necessary support and assistance
- Promote interest and active participation in activities among the membership, and supervise proper communication of activities of the Board and committees through the communication vehicles of the association

Partnerships

- Ensure appropriate communication between staff, board and/or leadership
- Monitor member satisfaction
- With the Leadership Team, represent the association with industry related groups and at industry-related meetings
- Build and maintain collaborative opportunities and relationships

Public Relations

- Oversee all inquiries from the media

¹ Refers to the Chief *Elected* Officer

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- Ensure the appropriate volunteer is designated to address media inquiries
- Oversee the development of all press releases
- Serve as the spokesperson within the organization and throughout the community

Executive Director Profile

Ideal candidate for this position will be a dedicated leader who embraces change and is highly motivated to create a social, political, economic and cultural landscape that's conducive to staff and member success. She/he will bring a variety of experiences and attributes to the association including:

- Excellent communication skills including the ability to articulate to members, stakeholders and the community; communicate directly and clearly with staff and volunteers; and active listening skills
- Ability to build and cultivate relationships and work collaboratively with internal and external stakeholders
- Ability to build (recruit and retain), lead and motivate an effective team of staff, volunteers and leadership
- Understanding of the importance of strategic planning and the ability to execute and implement an annual work plan to achieve the association's goals and objectives
- Financial leadership and understanding of sound financial management practices
- Respectful, honest, transparent, and ethical leadership style
- Respect for and ability to promote diversity on the Board, staff and with members
- Progressive, innovative thoughtful leadership

Qualifications

The Executive Director is committed to organization's mission and vision, and should have proven leadership experience. Concrete demonstrable experience and other qualifications include:

Required

- Strong written and verbal communication skills and be a persuasive and passionate communicator
- Reside in, or be willing to relocate
- Must be comfortable speaking in front of professional groups
- Demonstrate the ability to work effectively in collaboration with diverse groups of people
- Minimum 5 years of management experience
- Demonstrated ability to plan organization-wide activities (setting objectives, developing strategies, budgeting, developing policies and procedures and organizing the functions necessary to accomplish the activities)
- Willingness to travel to state and national meetings as approved by the Board of Directors

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- Must demonstrate passion, idealism, integrity, and a positive attitude and be mission-driven and self-directed
- In depth knowledge of the management process as it relates to growth and long-term planning is required
- Must be able to think strategically and critically, synthesize complex issues and information and manage change
- Prior meeting management experience or oversight
- Bachelors degree or higher required
- Understanding of legal and ethical concerns
- Experience managing a staff team

Preferred

- Experience maintaining a presence with public and elected officials
- Proven track record of working successfully with a Board of Directors
- A record in growing organizations from a revenue and value perspective
- Financial management in a non-profit organization, including budget preparation and implementation
- Have served in the profession.

Position profile provided as an example only which may be built upon for the individual needs of an organization. Be sure to rely on professional counsel.