



Executive Director Position Description Sample

XYZ ORGANIZATION

SUMMARY

The Executive Director is responsible for providing strategic leadership for the organization by working with the Board and other management to establish long-range goals, strategies, and policies. The Executive Director is the direct executive representative in the management of the corporation and is responsible for the organization's achievement of its mission and financial objectives.

QUALIFICATIONS

Tailor qualifications to fit XYZ's specific demands.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Commit to the organization and its mission by making consistent and timely progress toward achieving the organization's long-range strategy.
2. Follow the highest ethical standards, ensure accountability, and comply with the law.
3. Provide leadership in developing program, organizational, and financial plans with the board and staff. Carry out plans and policies authorized by the board.
4. Work with staff to implement and oversee board-approved programs, projects, and plans.
5. Exercise responsible financial stewardship.
6. Determine financial needs and maintain fundraising records.
7. Oversee all aspects of fundraising.
8. Manage human resources, including recruitment, hiring, and firing of personnel in keeping with laws and regulations.
9. Assist in the selection and evaluation of board members.
10. Support and advise the board, making recommendations and engaging the board in planning and implementing projects.
11. Build external relationships and serve as an advocate of XYZ. Establish sound working relationships with community groups and organizations. Maintain a positive public image.
12. Ensure the board is kept informed on the condition of XYZ and all factors influencing it. Update the staff and board of significant developments and trends.