

Sample Job Descriptions for Position of Executive Director/Chief Executive Officer

(The following job description samples should be reviewed and customized by your organization to meet the needs and nature of the organization.)

SAMPLE 1

NOTE: References to a Boards of Directors in the following are in regard to chief executive officers of corporations, whether for-profit or nonprofit. Nonprofit-specific items marked as such.

Job Title: Executive Director/Chief Executive

Function:

- To implement the strategic goals and objectives of the organization
- With the chair, enable the Board to fulfill its governance function
- To give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives

Reports to: Board of Directors

Major Functions/
Accountabilities:

1. Board Administration and Support -- Supports operations and administration of Board by advising and informing Board members, interfacing between Board and staff, and supporting Board's evaluation of chief executive
2. Program, Product and Service Delivery -- Oversees design, marketing, promotion, delivery and quality of programs, products and services
3. Financial, Tax, Risk and Facilities Management -- Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations
4. Human Resource Management -- Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations
5. Community and Public Relations -- Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders
6. Fundraising (nonprofit-specific) -- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation

SAMPLE 2

Job Title: Executive Director/Chief Executive

Hours: Full time, salaried, exempt position

Salary: Commensurate with experience (salary range is \$60,000 to \$70,000)

Benefits: Medical, dental and optical for employee and dependents as per CCC policies, vacation, sick leave, holidays as per CCC personnel policies

Overview of Position:

To lead California Church IMPACT in being a prophetic witness to the Christian gospel.

Responsibilities:

1. Give vision and leadership to the strategic and day-to-day program implementation of IMPACT and the Council.
2. Implement and direct fund and resource development, including identification of funding prospects, grant shaping, and collaboration with foundations and judicatories.
3. Guide IMPACT and the Council in responding to emerging issues in California.
4. Collaborate and lead in effecting positive communication within and among all IMPACT and Council structures, programs, partners, and with member denominations.
5. Develop collegial, fiscal, and partnership relationships with denominational leadership.
6. Enable IMPACT and the Council in their exploration and articulation of Biblical and theological bases of their work.
7. Serve as Head of Staff, providing direction and supervision to both program and support staff.

Accountability:

The Executive Director is accountable to the Boards of Directors and the California Council of Churches.

Relationships:

1. Serves as the chief administrative officer of the Boards of Directors and as staff resource to all IMPACT and Council structures.
2. Serves as the head of staff, the supervisor, and the colleague of all staff.
3. Serves as the primary spokesperson for CCI & CCC with the executive leadership of the member denominations, with the wider religious community, with our advocacy colleagues, and with the media.

Qualifications:

1. Manifests evidence of personal faith in Jesus Christ, knowledge of the scriptures, and a theological perspective that undergirds ecumenical action.
2. Strong management and supervisory skills and experience.
3. Able to represent IMPACT's and/or the Council's member denominations in both the secular and sectarian arenas.
4. Demonstrates leadership ability in strategizing and coalition building.
5. Demonstrates effectiveness and lead experience in fund development.
6. Proven commitment to ecumenism; experience in the ecumenical arena.
7. Excellent written and oral communication skills.
8. Bachelor's Degree required; Masters Degree preferred.

Materials to be sent by deadline by Executive Director Candidates:

Personal Resume; Answers to the [11 questions](#) we have asked; Three (3) Personal References (ask that letters of reference be sent by deadline); Three (3) Work References (ask that letters of reference be sent by deadline); One (1) brief (1 to 4 pages) sample of your writing (a grant application, an article, a sermon, etc.)

Please send materials electronically to: _____ . **APPLICATION DEADLINE:** _____

SAMPLE 3

Job Title: Executive Director/Chief Executive

To act as Director of the Renewal House domestic violence shelter: supervising staff and volunteers; overseeing program effectiveness; serving as advocate; and developing new programs and responses to the community as appropriate.

To participate in the larger mission of the Unitarian Universalist Urban Ministry (UUUM): providing advocacy in Boston with and on behalf of people and communities that are at risk, with particular concern for low income women; to work with the UUUM team and member churches to enhance the effectiveness of the organization. Report directly to Executive Director and Senior Minister At Large.

Responsibilities:

1. To serve as a public advocate, aware of and involved with citywide and community issues relevant to the UUUM mission; acting to both assist individuals in need, and to promote social change; collaborate with appropriate organizations to effect this.
2. To serve as director of Renewal House, responsible for the programs and operation of Renewal House; supervising all staff including evaluation, meetings, case review and ongoing training; in charge of hiring and releasing all staff; performing advocacy on hotline and in shelter regularly; representing Renewal House among various program- related collaboratives.
3. To begin new women's programs, or redesign current programs in response to effectiveness and changes in need of the community served; to oversee any such changes or new programs in relation to staffing, fund raising, and general administration.
4. To prepare and monitor the annual budget for Renewal House Programs; to assist the Development office in researching and shaping grant proposals, and to draft yearly program evaluations; to manage record keeping, publications and statistics reporting.
5. To serve as a member of the UUUM team, participating in all staff events such as regular meetings and retreats; reporting to the Board of Directors and its Renewal House program sub-committee regularly.
6. To serve as educator in the community: speaking at churches and facilitating social action projects; fostering mutually helpful relationships with UUUM member societies; giving presentations at local schools and community organizations regarding the impact of domestic violence.

Qualifications:

- Qualified candidates with ministerial credentials are encouraged to apply, as are qualified candidates without a ministerial background
- - At least 2 years of human services program management experience
- - At least 2 years of advocacy experience with low income women, preferably in Boston area
- - Excellent understanding of issues regarding domestic violence and societal oppressions
- - Experience and deep understanding of multiculturalism
- - Strong verbal and written communication skills, including public speaking and grant writing
- - Strong conflict resolution and decision making skills
- - Bilingual English/Spanish, a plus

40 hours per week, salary to be discussed, benefits, pension.

SAMPLE 4

Executive Director

The Executive Director is the Chief Executive Officer of _____. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives. In program development and administration, the Executive Director will:

Specific committee responsibilities:

1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
3. Promote active and broad participation by volunteers in all areas of the organization's work.
4. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
5. Maintain a working knowledge of significant developments and trends in the field.

In communications, the Executive Director will:

1. See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
2. Publicize the activities of the organization, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.

In relations with staff, the Executive Director will:

1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
3. See that an effective management team, with appropriate provision for succession, is in place.
4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
5. Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

In budget and finance, the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices.
2. Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.
4. 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.

SAMPLE 5

Executive Director

Alliance for Sustainable Jobs and the Environment

Description of Organization: The Alliance for Sustainable Jobs and the Environment (ASJE) is a network of individuals and organizations dedicated to building a world where nature is protected, workers are respected and unrestrained corporate power is rejected through grassroots education, organization and action.

Description of Job: The Executive Director (a new position based in Portland, OR) will work with ASJE's Board, active members and staff to carry out the fund-raising, membership development and programmatic work of the organization. Good communication, administration, fund-raising and organizing skills are a must.

Skills Needed: Specific skills needed include experience in: (1) fund-raising, grant proposal writing and foundation relations, (2) building a membership organization and/or coalition, (3) communicating and working well with an active Board and membership, (4) managing and motivating volunteers and staff, (5) working well with both union members and environmentalists, and (6) assisting a nonprofit Board of Directors to carry out their fiduciary responsibilities.

Salary and Benefits: Salary range is 40-60 thousand per year depending on experience. Plus Benefits.

How to Apply?

Send your resume, cover letter and 3 references to:

SAMPLE 6

A competitive nationwide search is underway for a permanent Executive Director for the Sierra Los Tulares Land Trust in Visalia, California. The job description appears below. Date of hire is expected to be November 1, 2001. The position is open until filled.

Organization: The Sierra Los Tulares Land Trust (SLTLT) works in the southern Sierra foothills in the Kings, Kaweah, Tule and Kern River watersheds, and into the Tulare Lake Basin of Tulare, Kings and Kern Counties. It is a private, community-based non-profit organization that serves landowners who are interested in voluntarily conserving their land and works to educate those community members interested in conservation.

The Sierra Los Tulares Land Trust was officially established in November 2000 as a result of a consensus decision to merge three local land trusts: the Four Creeks, Kaweah and Tule Oaks Land Trusts. The organization currently has 1,200 members and owns the Kaweah Oaks, Herbert Wetland Prairie, and Lewis Hill Preserves.

It has a current operating budget of \$250,000. The Executive Director position is being funded with a separate grant from The David and Lucile Packard Foundation.

Mission: The mission of the Sierra Los Tulares Land Trust is to protect the natural, scenic, agricultural, and historic lands of the southern Sierra foothills and Tulare Valley through stewardship, restoration, and education.

Vision: To live in a community where natural richness complements agricultural richness, creating economic well-being and retaining significant vestiges of our natural past.

Reporting Relationship: Reports to the Board of Directors

Job Description: The Executive Director is responsible for the professional leadership and management of SLTLT. S/he will spearhead the further development of SLTLT's role as the lead conservation land trust of the southern Sierra foothills and Tulare Valley. The Director, working in concert with the board, volunteers and chapters will move the Trust forward in the development and implementation of internal and external goals that reflect the organization's vision, mission and business plan. The Director provides overall leadership for strategy, organizational development, implementation, land protection, financial oversight and fundraising. S/he will focus initially on these target areas:

- Increasing, strengthening and diversifying the organization's funding sources;
- working with the board of directors to develop policies, guidelines and priorities around projects and their acquisition; and overseeing the actual acquisitions including negotiations, and legal transactions
- guiding the expansion and development of the board of directors;
- enhancing the relationship between the Trust and its constituent chapters through their steering committees
- increasing SLTLT's visibility and influence with legislators, stakeholders, land owners and other constituencies as well as with the general public;
- developing an organizational infrastructure that will support anticipated growth.

Responsibilities:

Board Development:

Works closely with the SLTLT Executive Committee, Board of Directors, and Chapter Steering Committee leadership to recruit, train, and maintain a strong, balanced Board of Directors and strong, balanced Chapter Steering Committees.

Promotes Board of Directors' engagement in critical thinking, strategic planning, resource/financial development, membership development and overall organizational wellness. Serves as the primary staff

person for the Board of Directors and the Executive, Finance, and Nominating committees. Is responsible for overseeing the staffing of all other committees.

Fiscal Management:

Ensures that SLTTL is fiscally sound. Works with staff and Board to prepare SLTTL budgets. Establishes rigorous accountability standard for grant and budget tracking. Directs financial activities and makes decisions based on plans and policies developed in concert with the Board of Directors.

Oversees/supervises all bookkeeping, accounting and financial activities. Obtains contributions, contracts, grants, and in kind donations to support SLTTL projects and services. Presents annual budget, quarterly financial reports for Board of Directors. Assures SLTTL compliance accountability to Board, funders and regulatory bodies. Engages with Treasurer and SLTTL Board in financial planning and diversification activities.

Program Planning and Operations Management:

Together with the SLTTL Board, ensures management and leadership of the SLTTL in a manner consistent with Land Trust Alliance Standards and Practices; designs and obtains Board and Chapter Steering Committee consensus for land trust goals and objectives and obtains their assistance implementing these goals and objectives; provides leadership in choosing which tasks to undertake to achieve the goals and objectives and assigns priorities to those tasks.

Fundraising and Marketing:

Develops and sustains a diverse funding base. Emphasis will be on corporate and foundation giving, growing the membership base and developing an individual donor base.

Raises the visibility of the organization through the development and implementation of a sustainable marketing campaign geared to its various constituencies as well as the public.

Is responsible for volunteer management, public relations, education and membership programs;

Implements creative strategies to increase membership and expand public awareness of the SLTTL's work and program value;

Oversees educational and outreach initiatives with school children, adults, hikers, the general public and those setting open space policy.

Land Preservation and Conservation:

Is responsible for land stewardship and monitoring of SLTTL projects. Ensures excellence in the management and monitoring of protected lands;

Identifies lands of conservation interest, generates projects, and negotiates or supervises the negotiation of real estate transactions;

Works with maps, electronic communications, and the media; makes public presentations on the history and protection and management programs of the SLTTL.

Human Resources Management:

Recruits, manages, inspires, motivates and empowers a strong staff team;

Prepares for the anticipated growth of the organization: develops and implements appropriate human resource policies and procedures, including training, career development, hiring and firing, succession planning, and performance management for all staff;

Oversees an appropriate organizational structure and ensures that the programmatic objectives are supported internally: facilities, technology, finances, communication, functional needs;

Supports inclusive annual strategic planning process and ensures planning decisions are used in setting annual program/project goals;

Promotes an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision.

Public policy:

Positions the Land Trust as an effective, vital, land preservation organization. Represents the Trust at all appropriate public functions and makes effective public presentations.

Establishes and maintains contacts with key individuals in both the public and private sectors. Works for strong communication with local Board of Supervisors, state legislators and congressional offices.

Ensures the representation of SLTTL's concerns to county and state policy makers, task forces, and advisory committees, planners and funding bodies.

Assures professional relationships with individuals and organizations which share a stake in land preservation in the area.

- Major Qualifications: The ideal candidate will have:
- Significant and proven leadership skills developed through several years in senior management positions. Excellent organizational development, interpersonal, marketing, communication, administration and personnel management skills essential.
- Experience in start-up organizations, production agriculture, ranching, natural resources management, law, politics, business, conservation, planning or real estate a plus. Understanding of not-for profits and experience working with boards of directors and volunteers particularly helpful
- An affinity for working with a culturally and politically diverse community; being equally comfortable with farmers, farm workers, ranchers, academics, "second home" owners, beef eaters, vegans; the extremely conservative, the liberal and those in between. Has a realistic appreciation for life in the Central Valley of California
- Ability to move seamlessly within the agricultural, business, government and environmental communities
- Is visionary, trustworthy, diplomatic, understanding and innovative with high energy level
- Experience managing a complex budget
- Ability to build collaborative ventures with diverse constituents
- Passion for the mission of SLTTL
- Success at fund development, including knowledge of and success in attracting foundation and corporate grants; ability to identify, steward and solicit individual donors
- Excellent communication skills, both written and oral; strong presentation skills
- The ability to foster a healthy organizational culture, to encourage teamwork and collaboration; strong interpersonal skills that include the ability to inspire and motivate; effective at conflict management
- Ability to raise the visibility of the organization through successful marketing including expansion of the membership base
- Excellent analytical skills
- Multi-cultural sensitivity
- Experience working with and developing an effective Board of Directors
- Legislative political savvy.
- Computer literate

Send resumes with cover letter and salary requirements in complete confidence to:

SAMPLE 7

EXECUTIVE DIRECTOR Job Description

- I. Authority
- II. Responsibilities
 - A. Program Planning, Development, and Evaluation
 - B. Fiscal Management
 - C. Environment
 - D. Personnel
 - E. Confidential Records and Files
 - F. Reports
 - G. Other Duties as Assigned
- III. Delegation of Authority
- IV. Terms of Employment

I. AUTHORITY

By the authority delegated by the Board of Directors, the Executive Director has full discretionary power to execute and effect the by-laws, policies, and directives of the Board of Directors of Kodiak Council on Alcoholism / Safe Harbor. All authority delegated to the Executive Director will be documented as stated by CARF (accrediting body) and KCA / Safe Harbor in the Personnel Manual.

II. RESPONSIBILITIES

The Executive Director has overall responsibility to ensure that program objectives are clearly stated and that program activities are focused on achievement of stated goals. The Executive Director reports to the Board of Directors and has primary responsibilities of supervision of program personnel and setting the overall tone for the program.

As Project Director, the Executive Director has the day-to-day responsibility of managing the program. The Executive Director implements the policy directives emanating from the Board of Directors and assumes the overall leadership role in guiding all administrative, fiscal, treatment, counseling, and community-oriented program activities as delineated by the standards adopted by the State of Alaska, CARF, Safe Harbor policies, JCAHO, and ASAM criteria. The Executive Director is responsible for the following specific areas of the program:

- A. Program Planning, Development, and Evaluation
- B. Fiscal Management
- C. Environment
- D. Personnel
- E. Confidential Records and Files
- F. Reports
- G. Other Duties as Assigned

RESPONSIBILITIES: A. Program Planning, Development, And Evaluation

It is the ED's responsibility to plan and develop programs as funded by the funding agencies and approved by the Board of Directors. The main planning, development, and evaluation functions include:

1. Initiation or change of policy of program or funding allocations as directed by the Board to be submitted to the granting agencies.
2. Public relations, including all requests for technical assistance.
3. Cooperation with the court system and law enforcement agencies in development of a course of action for first-time and repeat DWI and other criminal offenders.
4. Development of agreements with referral agencies and treatment programs
5. Working closely with the appropriate public and private funding sources, including the State Division of Alcohol and Drug Abuse (DADA), and other social service agencies.
6. Preparing grants and contracts for initial or continued funding for approval by the Board.
7. Developing and implementing evaluations of program goals, and objectives.
8. Developing goals and objectives for consideration by the Board.

9. Providing and being responsible for meeting all technical assistance requests.
10. Provide Board with updated program changes.

Further implementation and guidance of the ED's duties and responsibilities will be found in the by-laws of the corporation.

RESPONSIBILITIES: B. Fiscal Management

The Executive Director shall assist, advise, and act for the Board of Directors in the following:

1. Develop an annual budget for review and approval by the Board; ensure that expenditures are within the budgeted amounts; and prepare budget revisions as needed through the year.
2. Sign checks on behalf of the agency with a second, authorized signature by a member of the Board of Directors required on all checks, notes, drafts, and demands for money. All expenditures require the approval of the Executive Director.
3. Authorize purchase orders, vouchers, and payments within parameters set in the by-laws.
4. Maintain an inventory of agency property and protect all such property.
5. Administer contracts as approved by the Board.

RESPONSIBILITIES: C. Environment

The Executive Director is responsible for ensuring the following environmental standards are met:

1. Establishment of an environment that enhances the positive self-image of the client and staff and preserves human dignity.
2. Equipping and maintaining an environment that ensures the health and safety of the client and staff.
3. Counseling clients in any component of the treatment program, individually or in special groups.
4. Ensuring documentation of planned programs consistent at all times with the needs of the clients for social, educational, and recreational activities.
5. Equipping and maintaining a safe vehicle for transportation of clients.

RESPONSIBILITIES: D. Personnel

The Executive Director shall is authorized to transact all personnel actions subject to the Personnel Policies and Procedures (Personnel Manual), and to report such actions as necessary to the Board. The Executive Director is responsible for:

1. Recruitment, hiring, staffing, and supervision of department heads and other personnel not under the supervision of department heads.
2. Being available for counseling of staff.
3. Ensuring that performance evaluations of all staff are completed according to the Personnel Manual.
4. Determining the need for travel and training of all employees, and approval or denial of staff travel and training requests consistent with the travel and training budget approved by the Board.
5. Promotion, demotion, disciplinary action, and exit interviews, in accordance with the Personnel Manual.
6. Annual review and update of Personnel Manual and all job descriptions for Board consideration.

RESPONSIBILITIES: E. Confidential Records and Files

All records, reports, and other materials relating to clients shall be kept in a locked file under the direction of the ED. The responsibility for keeping accurate and complete records as prescribed by law, the funding agencies, and KCA / Safe Harbor policies rests with the ED. The following shall be kept and made available to authorized individuals or agencies:

1. Client records of all treatment components including an individual treatment plan, goals, and objectives; provision for continued assessment; basis for development of treatment plan, goals, and objectives, with method of implementation; and final progress evaluation including a discharge summary.
2. Specific records as may be required by funding agencies or directed by the client.

3. Personnel files, including employee files, timesheets, performance evaluations, salary schedules, job classifications, petty cash records, and telephone and travel logs.
4. Continual documentation of program expansion, alteration, and deletions as required by funding agencies and accrediting authority.

RESPONSIBILITIES: F. Reports

The Executive Director is responsible for all reports required by funding sources or the Board of Directors. Such reports include, but are not limited to, the following:

1. Monthly narrative (Executive Director's Report)
2. Monthly statistical reports
3. Quarterly progress evaluation
4. Minutes of all staff meetings
5. Quality assurance reports
6. Copies of all state, federal, and local inspection reports
7. Monthly residential and out-patient status reports (bed occupancy, etc.)

RESPONSIBILITIES: G. Other Duties as Assigned

The Executive Director shall perform other duties as prescribed by the KCA / Safe Harbor Board of Directors.

III. DELEGATION OF AUTHORITY

The Executive Director may delegate duties, responsibilities, and authority to carry out functions within the parameters of the Personnel Manual.

IV. TERMS OF EMPLOYMENT

- A. Exempt, professional management position; work hours flexible, depending on the needs of the job.
- B. KCA / Safe Harbor Personnel Policies and Procedures (Personnel Manual) takes effect on date of hire.
- C. Salary: dependent on experience and education.
- D. All KCA employees are employed on an "at-will" basis. Employment at KCA is for an indefinite period of time and is terminable at any time, with or without cause being shown, by either the employee or KCA.

SAMPLE 8

Executive Director

The Classical Chinese Garden Society seeks an Executive Director to manage and operate the Garden upon completion. In preparation for the opening of the Garden, we would like to provide enough time for the Executive Director to participate in the opening as well as the initial on-going activities in the Garden, become familiar with the project, implement systems that will be crucial for the successful operations of the Garden and hire and train paid and volunteer staff. Although many of the responsibilities will carry on through the opening and into regular Garden operations, some activities will be unique in their start-up nature. The performance of the initial Executive Director in all areas will be critical to the success of the Garden in fulfilling its mission.

Responsibilities

The executive director will be ultimately responsible for the management of the garden and will report to a volunteer Board of Directors. Specifically, the responsibilities include:

- Short- and long-term strategic planning
- Operational and programming activities in the Garden
- Fiscally sound financial management
- Marketing and public relations
- Human resource management
- Development of strong board, volunteer, and membership relations
- Representation of the Garden in the community at large and among its constituents
- Completing assignments as directed by the Board.

Management Skills and Attributes

- Excellence in problem solving, communication and organizational skills
- Cultural understanding including Chinese-American protocol, arts and political issues
- Effective collaborator, strong leadership, creative and independent thinking
- Marketing experience and knowledge of tourism industry.

Description of Organization

The Classical Chinese Garden Society located in Portland, Oregon is a 501(c)3 organization whose mission is to build and operate Portland's Classical Chinese Garden. The project is a partnership of the City of Portland, the Classical Chinese Garden Society, the Classical Chinese Garden Trust and the City of Suzhou, China. The walled urban garden will include a gift shop and teahouse. When complete the Garden will be the first full-size Suzhou-style garden in the United States. The Garden is within walking distance of the riverfront, the Oregon Convention Center, the Rose Garden Arena, Saturday Market and downtown Portland.

Please send resumes to: