

Executive Director Job Description



Department:	Executive Office	FLSA Status:	Exempt
Reports To:	Chairman of the Board / Board of Directors	Physical Strength:	Light

Summary

This employee is responsible for working with the Board of Directors to develop strategic plans and annual/semiannual objectives to accomplish goals, as well as managing the day-to-day activities of the association. The Executive Vice President establishes positive relationships with members and serves as primary support to the Board of Directors and is ex-officio to all Board committees of the Association. This employee makes regular reports to the Board of Directors and works regularly with each Board committee, leading the organization in a manner that supports and guides the organization's mission as defined.

Essential Duties

- Develops, maintains, and supports a vibrant membership a strong Board of Directors.
- Responsible for the enhancement of the organization's image by being active, influential and visible in the community and by working closely with other professional, civic and private organizations.
- Promotes membership growth through recruitment, qualification, and collaboration with members and the Membership Committee.
- Responsible for fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Job Duties

Board and Committee

- Identifies, assesses, and informs the Board of Directors of internal and external issues that affect the organization.
- Supports and guides the organization's mission as defined by the Board of Directors. Communicates effectively with the Board and provides, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.
- Responsible for the facilitation of semi-annual selection, nomination and onboarding of officers and directors.
- Identifies and assigns members and associates to each standing committee, ensuring a balanced committee.
- Oversees all committees, including assimilating new members. Ensures effective participation, fostering a collaborative environment with the committees.
- Maintains database of current and past membership applications, associate member applications and member change requests.

Events and Meetings

- Plans all event details and ensures successful execution of annual Association events.
- Plans and schedules venues and accommodations for monthly Association events.
- Creates and distributes agenda for each Board of Directors meeting.
- Records minutes at Board meetings, distributing to officers and directors following the meeting.
- Makes arrangements for weekly Thursday business meetings, including coordinating lunch service, reserving a room and creating the agenda for each meeting.

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- Prepares the agenda for, and attends, weekly Leads Committee meetings, including preparing leads reviews and corresponding leads analysis for each member.

Budget and Tax

- In coordination with the Treasurer, oversees the preparation and presentation of a comprehensive fiscal year draft budget each April, ensuring fiscal integrity for the organization.
- Records monthly checks and deposits to the bookkeeper. Disburses checks to satisfy expense obligations of the association and monitors payments due to the organization.
- Coordinates with the bookkeeper on the annual budget, income and expense numbers to CPA for accounting review.
- Makes annual tax payments to Federal, State, Municipal and County agencies, as required to satisfy tax obligations of the corporation. Makes quarterly payments as needed to satisfy the corporation's liabilities.
- Assures returns and payments are sent to appropriate taxing authorities, as necessary, to maintain responsible execution of the corporation's taxing liabilities.

General

- Provides support and mentorship to members, advising on business matters and providing leads.
- Maintains the bulletin board on the organization's website and answers any related website inquiries.
- Maintains punctual, regular and predictable attendance.
- Receives feedback openly and making on-going program adjustments as needed
- Works autonomously in an organized, detail-oriented manner.
- Works collaboratively in a team environment with a spirit of cooperation.
- Respectfully takes direction from Chairman of the Board and Board of Directors with oversight by the Executive Committee.
- Interfaces with the Association's legal counsel, as necessary.
- Maintains a non-compensatory home office.
- Performs other duties as assigned.

Supervisory Responsibilities

Directly supervises employees and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

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Education & Experience

Bachelor's degree (B.A.) from four-year college or university; and/or 10+ years of professional or related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses and/or Registrations

This position requires a valid Driver's License and reliable transportation.

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, and owners of local businesses and remain calm and courteous under pressure.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Computer Skills

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, word processing, presentation creation/editing, and communicate by e-mail.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee must occasionally lift and/or move up to 35 pounds. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand and walk. The noise level in the work environment is usually moderate.

Employee Signature: _____ Date: _____

Employer Representative: _____ Date: _____