

Executive Director Job Description

General -- To implement the strategic goals and objectives of the organization and with the President, enable the Board to fulfill its governance function as well as give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives.

Board Administration and Support -- Supports operations and administration of Board by advising and informing Board members and supporting Board's evaluation of the Executive Director. Maintains records of the board and ensures effective management of organization's records. Manages minutes of board meetings. Ensures minutes are distributed to members per the Bylaws after each meeting. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.

Program, Product and Service Delivery -- Oversees design, marketing, promotion, delivery and quality of programs, products and services. Is responsible for managing the CBCIA Progressive Producer article requirement.

Financial, Tax, and Risk -- Recommends yearly budget for Board approval and prudently manage organization's resources within those budget guidelines according to current laws and regulations. Manages finances of the organization. Administrates fiscal matters of the organization. Provides annual budget to the board for members' approval. Ensures development and board review of financial policies and procedures. Reports on Association membership status and trends.

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.

Community and Public Relations -- Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders.

Fundraising -- 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.

Board Status -- Not a member of the Board

Reports to – Board of Directors