

Your Logo and Organization Name Here

Executive Director Job Description Template

****This template is to serve as a guide as you prepare/update a job description for your organization. Please edit, update, and tailor this template to your organization's needs with specifics about duties/expectations. It is important to note that one person cannot perform all these functions individually, but rather manage and ensure they are completed.***

Job Title: Executive Director

Organization: [Nonprofit Organization Name]

Location: [City, State]

Reports to: Board of Directors

Status: Full-time, Exempt

Summary

The Executive Director (ED) serves as the chief executive officer of the [Nonprofit Organization Name] and is responsible for the overall leadership, management, and administration of the organization. The ED works closely with the Board of Directors to develop and implement strategic plans, policies, and programs that align with the organization's mission and values. The ED is responsible for managing the day-to-day operations, ensuring financial sustainability, and building strong relationships with stakeholders in the community.

Key Duties and Responsibilities

Day-to-Day Tasks

- Manage daily operations, including staff supervision, financial management, and program development.
- Oversee human resources functions, such as recruiting, training, and performance evaluations.
- Develop and implement annual budgets in collaboration with the Board of Directors.
- Monitor and report on the organization's financial performance, ensuring compliance with all financial reporting requirements in partnership with the organization's accountant/treasurer/bookkeeper.
- Ensure that all programs and services are delivered effectively and efficiently to meet the needs of the community.
- Collaborate with staff to develop and implement policies, procedures, and best practices.

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- Represent the organization at community events, public meetings, and other relevant forums.
- Maintain strong relationships with key stakeholders, including donors, volunteers, and partner organizations.
- Communicate regularly with the Board of Directors, providing updates on organizational performance, progress toward strategic goals, and any significant issues or opportunities.

Long-Term Priorities

- Develop and implement a strategic plan in collaboration with the Board of Directors, setting long-term goals and objectives for the organization.
- Identify and pursue funding opportunities, including grants, sponsorships, and individual donations, to ensure financial sustainability.
- Cultivate partnerships with other nonprofit organizations, government agencies, and private sector partners to enhance the organization's impact.
- Develop and implement a comprehensive marketing and communications strategy to raise the organization's profile and increase public awareness of its programs and services.
- Evaluate and improve the organization's programs and services, ensuring they are aligned with the needs of the community and the organization's mission and values.
- Foster a culture of continuous learning and improvement, encouraging staff and volunteers to develop their skills and expertise.
- Advocate for policies and initiatives that support the organization's mission and the needs of the community it serves.
- Plan for organizational growth and expansion, including identifying opportunities for new programs, services, or locations.

Qualifications

- Bachelor's degree required; Master's degree in a relevant field (such as nonprofit management, public administration, or business administration) preferred.

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- A minimum of 5 years of experience in a leadership role within a nonprofit or public sector organization.
- Demonstrated experience in financial management, budgeting, and grant writing.
- Proven track record of fundraising success, including cultivating relationships with donors and securing funding from diverse sources.
- Strong organizational, planning, and project management skills.
- Excellent communication and interpersonal skills, with the ability to build relationships with diverse stakeholders.
- Passion for the mission of [Nonprofit Organization Name] and a commitment to making a positive impact in the community.

Application Instructions

To apply, please submit your resume, cover letter, and three professional references to [Email Address] with the subject line "Executive Director Application." Applications will be reviewed on a rolling basis until the position is filled.