



## **EXECUTIVE DIRECTOR**

### **Job Summary:**

The Executive Director will serve as the chief administrator, providing leadership and implementing policies and programs to carry out the work of the organization.

### **Supervisory Responsibilities:**

- Oversees the daily administration of the organization by implementing policies, procedures, and programs.
- Drafts and implements performance standards; conducts performance reviews for senior leadership.

### **Duties/Responsibilities:**

- Reports to the Board of Directors, maintaining open communication and disclosure of the conditions, operations, and needs of the organization.
- Drafts, presents, and recommends organizational policies and programs to the Board.
- Oversees preparation of the annual budget.
- Facilitates periodic audits and compliance activities for the organization.
- Supports and directs public relations activities to build and maintain relationships with other organizations and the public.
- Executes other duties as requested by the Board of Directors.
- Performs other related duties as assigned.

### **Required Skills/Abilities:**

- Strong supervisory and leadership skills with the ability to develop and communicate the organization's mission and vision.
- Excellent verbal and written communication skills.
- Ability to establish and maintain working relationships with government agencies, community leaders, and the general public.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times, stressful environment.
- Proficient with Microsoft Office Suite or related software.

### **Education and Experience:**

- Bachelor's degree in related field required; Master's degree highly preferred.
- At least three to five years of business administration and/or management experience related to the organization's industry required with supervisory and leadership experience preferred.

### **Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.