**Executive Director Job Description**

# *<Insert Organization Name Here>*

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| Job Title **Executive Director** |
| **REPORTING RELATIONSHIP**  **The executive director reports to the** chairperson of the board of directors. |
| **TITLES OF IMMEDIATE SUBORDINATES:** ***<assistant executive director, director of programs, program coordinators, residential managers, human resources manager, SILP manager, finance administrator, maintenance person, etc.>***. |
| **SUMMARY OF POSITION:** Reports to the board of directors. Holds overall responsibility for all aspects of the organization’s operations. Is accountable for internal (staff, clients – if organization serves clients), and external (suppliers, community, funders, etc.) relationships. Is responsible for the successful leadership, management, and implementation of the strategic goals and objectives of the organization according to board direction. Holds primary responsibility for staff and operations of all programs, as well as ensuring proper administration of the policies, legislation, and the collective agreement (if there is a union). |
| Duties & Responsibilities |
| Executive director duties include, but are not limited to:  **BOARD:**   1. Supports the board to fulfill its governance role. 2. Develops and/or revises policies for the board’s approval. 3. Attends board meetings. 4. Participates on designated committees. 5. Ensures the board has the information it requires to make decisions. Submits reports as required. 6. Acts as the liaison between the board and staff. 7. Supports the board to pursue professional development opportunities.   **STRATEGY:**   1. Takes an active role in the development of the vision, mission, and strategic plan in partnership with the board. 2. Develops operational plans which incorporates goals and objectives that work towards the strategic direction of the organization.   **OPERATIONS:**   1. Demonstrates leadership toward and ensures all areas of operations align with the organization’s philosophy, vision, mission, and strategic plan. 2. Implements all policies adopted by the board. Establishes procedures to support operations. 3. Supports and manages the day-to-day tasks, operations, and administration of the organization. 4. Ensures that employee, client, volunteer, and donor files are securely stored and that privacy/confidentiality is maintained as per policy. 5. Ensures protocols and mechanisms are in place to support effective organizational communications. 6. Identifies and assesses organizational risk and implements strategies to address them. 7. Responsible for the organization’s business continuity and emergency preparedness.   **FINANCE:**   1. Oversees the development of the annual budget for board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations. 2. Ensures financial controls and sound bookkeeping procedures are implemented and adhered to. 3. Oversees accounting functions and has overall responsibility for financial performance. 4. Ensures financial reports are submitted to the board in a timely manner. 5. Researches potential funding sources and explores ways to diversify revenue streams. 6. Oversees fundraising planning and implementation, as required.   **HUMAN RESOURCES:**   1. Ensures the organization’s human resource functions and strategies (recruitment, training, performance management, etc.) support the achievement of the organization’s goals and objectives. 2. Hires, onboards, trains, supervises, evaluates, and releases direct report staff; supports the management team in doing the same for their direct report staff and program volunteers. 3. Observes and evaluates performance of direct reports, providing regular, appropriate, and constructive feedback. 4. Holds overall responsibility to implement a performance management process across the organization. 5. Leads, coaches, and mentors employees to succeed. 6. Encourages team building by facilitating open communication and positive working relationships with all staff. 7. Provides leadership in support of the health, safety, and wellbeing of all employees. 8. Updates and negotiates the collective bargaining agreement (if there is a union).   **SERVICE DELIVERY:**   1. Ensures the delivery of appropriate services in support of the organization’s philosophy, vision, mission, and strategic plan. 2. Oversees design, marketing, promotion, delivery, and quality of services. 3. Negotiates, develops, and implements new projects as required. 4. Leads teams to evaluate the effectiveness of services.   **GOVERNMENT AND FUNDER RELATIONS:**   1. Builds and maintains an effective network of government contacts and other funders. 2. Ensures the accurate preparation and timely submission of all required reports funders. 3. Works effectively with government representatives and funders. 4. Engages in advocacy activities when appropriate.   **LEGISLATION AND CONTRACTS:**   1. Meets contractual obligations. 2. Adheres to legislative requirements.   **PUBLIC RELATIONS:**   1. Develops professional and community relationships in support of the organization’s mission. 2. Acts as a spokesperson for the organization. 3. Participates in networking and community relations activities on behalf of the organization. 4. Builds strong relationships and ensures effective communication among all groups within and outside the organization. 5. Assures the organization and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders. 6. Directs the development of marketing, promotional and other printed material, such as media releases, brochures, annual reports, and newsletters. 7. Maintains professional relationships and works with key external stakeholder groups.   Other duties may be assigned. |
| Position Requirements |
| 1. Relevant post-secondary education and related experience with ***<5+ years>***of experience in a management role. A combination of education and experience may be considered. Specific experience in management in the nonprofit sector is considered an asset. 2. A valid Saskatchewan driver’s license. 3. Must provide a satisfactory criminal record check as a condition of employment. |
| Other Skills and Abilities |
| 1. Demonstrates initiative and ability to be self-directed. 2. Demonstrates sound judgment. 3. Able to drive the development and implementation of strategic initiatives. 4. Ability to use relevant software **<*list programs>.*** 5. Able to develop, implement, and evaluate services. 6. Applies superior analytical and problem-solving skills. 7. Acts as a team player and team builder. 8. Possesses outstanding leadership abilities, including the ability to positively influence others to achieve results that are in the best interest of the organization. 9. Demonstrates outstanding oral and written communication skills, attention to detail, and effective organizational skills. 10. Establishes and maintains effective interpersonal relationships. 11. Demonstrates solid change management and project management skills. 12. Exhibits a strong degree of professionalism while remaining highly personal and approachable in the company of people of all abilities, cultures, and backgrounds. 13. Exhibits high ethical conduct, acting with integrity, sensitivity, and confidentiality. 14. Ability to lead the drive for sustained cooperation, teamwork, and enthusiasm across the agency. 15. Ability to manage multiple projects with changing, and sometimes conflicting, priorities. 16. Ability to effectively respond to unexpected situations. |
| Working Conditions |
| 1. Works in a typical office environment. 2. Some travel on behalf of the organization is required. 3. May have some evening or weekend work. 4. On-call for organizational emergencies. |
| Approval/Revisions |
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