

Template 4: Sample Position Descriptions

Executive Director

Organization:

Job Title:

Department:

Reports to:

Jobs Reporting in to:

Date:

Primary Purpose

The Executive Director serves as the chief executive officer of and is responsible for providing strategic leadership, direction, and vision to achieve the organization's mission and goals. This position reports to the Board of Directors and works closely with board members, staff, volunteers, donors, community partners and other stakeholders to ensure the effective operation and growth of the organization.

Key Responsibilities

1. Strategic Leadership:

- Develop and implement strategic plans in to support the organization's mission and objectives.
- Lead the organization in identifying emerging opportunities, challenges, and trends within the community and the sector.

2. Organizational Management:

- Oversee all aspects of organizational operations, including program development, administration, finance, human resources, and fundraising.
- Foster a positive and inclusive organizational culture that values diversity, equity, and inclusion.
- Ensure compliance with relevant laws, regulations, and ethical standards.

3. Financial Management:

- Develop and manage the organization's annual budget in collaboration with the Board of Directors.
- Oversee financial planning, reporting, and auditing processes to ensure fiscal sustainability.
- Cultivate relationships with donors, grant-making institutions, and other funding sources to secure financial support for programs and operations.

4. Community Engagement and Advocacy:

- Represent the organization in the community and serve as a spokesperson for its mission and initiatives.
- Build and maintain effective partnerships with stakeholders, including government agencies, community organizations, and other nonprofits.
- Advocate for policies and practices that advance the organization's mission and address the needs of the communities served.

5. Board Governance:

- Work collaboratively with the Board of Directors to fulfill its governance responsibilities, including recruitment, orientation, and support of board members.
- Provide regular updates and reports to the board on organizational performance, progress toward goals, and emerging issues.

Required Qualifications

- Bachelor's degree in business, social work or other relevant area; advanced degree preferred.
- Minimum of 10 years of experience in nonprofit management or relevant field, with 5 years in a leadership role.
- Demonstrated success in strategic planning, organizational development, financial management and social enterprise.
- Strong interpersonal and communication skills, with the ability to build and maintain effective relationships with diverse stakeholders.
- Commitment to diversity, equity, and inclusion, with a track record of promoting these values within an organization.
- Knowledge of the not-for-profit sector, including relevant laws, regulations, and best practices.
- Knowledge of current practices in social enterprise.
- Passion for the organization's mission and a desire to make a positive impact in the community.
- A clear Certificate of Conduct and Vulnerable Sector Check

Budget

The Executive Director is responsible for oversight of a \$750,000 budget, which is made up of federal and provincial funding and grants, combined with revenues from the ABC Community Café.

Tools and Technology

The incumbent regularly uses and is expected to have a strong working knowledge of Microsoft 365, Sage Accounting, Google Workspace and LAMPPS.

Working Relationships/Interactions

The Executive Director regularly interacts with and is required to maintain positive working relationships with funders, staff, board members, clients, peers and other stakeholders.

Level of Responsibility

This is highly responsible work which involves managing large dollar value projects and complex systems. This position has significant decision-making authority and directs and supervises the work of ten (10) staff.

Working Environment

This position requires multitasking, problem solving and adhering to tight timelines. Work outside the office and after normal business hours is often required.