

Template 5: Sample Executive Director Job Ad

Job Title:

Organization:

Location:

About Us:

Job Description:

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.

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.

Qualifications:

- Bachelor's degree required; advanced degree preferred.
- Minimum of ____ years of experience in nonprofit management or relevant field, with ____ years in a leadership role.
- Demonstrated success in strategic planning, organizational development, and financial management.
- 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.
- Passion for the organization's mission and a desire to make a positive impact in the community.

Application Process:

- To apply for the position of Executive Director, please submit a resume, cover letter, and list of references to
Applications will be reviewed on a rolling basis until We encourage candidates from diverse backgrounds to apply. If you require accommodation in the interview process, please feel free to contact at
- Additional information:
- Provide name and contact for person who can be contacted for additional information about the position: