**Sample CEO/Executive Director Job Description**  
(Full Time)

**Salary:** $75,000.00/yr

**Qualifications**

* Demonstrable commitment to the mission, vision, core beliefs, guiding principles and values of the organization
* Strong ability to work with Boards and build and nurture diverse and long-lasting community relationships and partnerships
* Successful experience in diverse fundraising strategies, personnel management and program implementation
* Ability to lead, develop and provide oversight for the organization’s programs, products and services
* Ability to articulate, guide and uphold the organization’s policies and procedures
* Ability to act as lead organization spokesperson, and on behalf of staff, board, volunteers, customers and clients

**Skills**

* Effective oral and written communication skills
* Ability to communicate effectively
* Strong organizational skills
* Strong fundraising skills
* Excellent relationship and coalition building skills
* Basic computer and accounting knowledge

**Responsibilities**

* Assists in the recruitment of Board Members
* Attend monthly Board Meetings
* Provides Board Packet for board Meetings, including Agenda, Fundraising Report and Operations Report
* Leads the Board in developing and implementing the Strategic Plan, including providing reports on progress and goals/milestones
* Ensures general administrative items, including office supplies and general inquiries, are addressed by the Operations Manager
* Recruits, hires and manages staff; Coordinates weekly team meetings to provide management and guidance for programs, products and services; Provides one-on-one meetings as needed
* Ensures billing, deposits, finances, accounting, taxes and payroll are managed by Operations Manager; Works with Treasurer to develop annual budget
* Ensures there is a general marketing and outreach plan in place for the organization
* Acts as lead spokesperson for the organization
* Works with Board and Operations Manager to develop and implement annual fundraising plan and ensure revenue goals are met
* Develops and implements Board approved programs and services in line with the strategic plan; Provides oversight, support and guidance for programs, products and services as needed
* Works with Board, staff and stakeholders to identify, explore and implement new and innovate programs and services in line with the mission and strategic plan

**Reports to:** Board of Directors