**Sample Job Description**

For best practices, a complete job description should be readily available for all roles in your organization, including volunteer and committee member roles. Here, we’ll review a basic template that can be tailored to your needs. Let’s start with a sample, and then move to the template below.

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**Job Description: Executive Director**  
(Full Time)

**Salary:** $65,000.00

**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 coordinate educational curriculum
* Ability to guide the organization through programming rules 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

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**Template**

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**Job Description: [Insert position title]**

*Hint: A director is likely to develop their own work plan and the work plan of others. A manager is likely to facilitate and guide others, while someone else might develop their work plan. A coordinator is someone who is likely to facilitate certain projects and/or implement them. An administrator is someone who implements tasks and responsibilities.*

[Insert FTE Status. If PT, include hours per week or month]

**Salary:** [Insert Pay and Frequency – I.E. per month or year. If volunteer, state volunteer].

**Qualifications**

* [Insert minimum qualifications for the position.]

*Hint: What are the minimum qualifications of this role? Consider the education, knowledge and experience that is needed for the role to be immediately successful. If there is knowledge that can be learned on the job, this would not be a minimum qualification, however, it could be a “Preferred Qualification”.*

**Skills**

* [Insert the skills or abilities necessary to fulfill the responsibilities of this role]

**Responsibilities**

* [Insert the complete responsibilities of this position.]

*Hint: What are this position’s responsibilities? Remember, this document can be used for evaluation purposes, so it’s important to be clear and accurate. Be sure to consider the organization’s structure - What are the responsibilities related to each of the following (if any)?*

* *Governance and Leadership*
* *General Administration*
* *Human Resources*
* *Finance and Accounting*
* *Fundraising and Development*
* *Marketing and Outreach*
* *Media and Press Relations*
* *Program Oversight*
* *Program Implementation*

**Reports to:** [Insert the role this position reports to.]