

Executive Director's Role

The following is a job description for the CFCC executive director, and provides both everyday guidance as well as an evaluation tool to be used in assessing job performance. This description serves as a basis for laying the foundation and expectations of the job. The definition of this role is a work in progress. The executive director reports to the board of directors, and is responsible for the organization's consistent achievement of its mission and objectives.

In organizational development and administration, the director will:

1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Provide leadership in developing program, organizational and financial plans with the board of directors and carry out plans and policies authorized by the board.
3. Promote active and broad participation by volunteers in all areas of the organization's work.
4. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
5. Maintain a working knowledge of significant developments and trends in the field.

In communications, the director will:

1. See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
2. Publicize the activities of the organization, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with individuals, community groups and organizations who can expand and enhance the organization and its mission.
4. Represent the programs and point of view of the organization to agencies, organizations and the general public.
5. Promote the organization online and offline.

In relations with the staff/team, the director will:

1. Be responsible for the recruitment of staff and volunteers.
2. Ensure that job outlines are developed, that regular communication channels are maintained and that sound human resource practices are in place.
3. See that an effective leadership team, with appropriate provision for succession, is in place.
4. Encourage volunteer development and education, and assist individuals in relating their specialized work to the total program of the organization.
5. Maintain a climate that attracts, keeps and motivates a diverse team of top quality people.

In budget and finance, the director will:

1. Be responsible for developing and maintaining sound financial practices.

2. Work with the board in preparing a budget; see that the organization operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.