



Job Description of Executive Director

The Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives. In program development and administration, the Executive Director will maintain the highest personal and professional standards while striving to:

Specific Responsibilities:

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 staff, 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 Executive Director will:

1. Insure that the President and the Board of Directors are kept fully informed on the status of the organization and all important factors influencing the organization.
2. Communicate and advocate effectively in publicizing the activities of the organization, its programs and goals.
3. Establish sound and effective working relationships and cooperative arrangements with community groups and organizations.
- 4, Represent the programs and point of view of the organization to agencies, other organizations and the general public.

In relations with staff, the Executive Director will:

1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
2. Ensure that job descriptions are developed, that regular performance evaluations are conducted, and that sound human resource practices are in place and followed.
3. Ensure that an effective management team, with appropriate provision for succession, is in place.
4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
5. Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

In budget and finance, the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices.
2. Work with the staff, Finance Committee, President and the Board in preparing a budget; see that the organization operates within budget guidelines.
3. Provide strategic leadership for organizing and implementing a comprehensive annual fundraising program.
4. Ensure that adequate funds are available to permit the organization to carry out its work.
5. Jointly, with the President and Secretary of the Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

List Occasional Duties Performed:

1. Represent MG as a speaker at local club, school or organization events.
2. Serve on various community committees if and when time is available, i.e. Greater Cincinnati Chamber of Commerce, Northern Kentucky Chamber of Commerce, Association of Fundraising Professionals
3. Continue personal professional development.

Describe Manual Skills Required:

Excellent computer skills including email, word processing, database management, social media and applicable spreadsheet software including but not limited to, fund raising/planned giving software.

Performance Traits

1. Public relations and promotional skills
2. Organizational and time management skills
3. Communication and tact skills
4. Leadership and motivational skills
5. Creativity and perseverance skills
6. Integrity and professionalism skills
7. Attendance and promptness
8. Loyalty
9. Sense of contentment and enjoyment

The Executive Director will be responsible to the MG President and will work closely with the MG Board of Directors, i.e., attend meetings, serve as ex-officio of each Board committee, etc.

8.20.2014