



Executive Director Job Description

Over the past 18 years the Organization of Nonprofit Executives (ONE) has been led by a volunteer Board of Directors and contracted administrator. In an effort to grow ONE and strengthen its support of nonprofit executives, we are looking for our first Executive Director.

The Executive Director works under the supervision of the Board of Directors and is responsible for ongoing fundraising and membership growth, program development, fiscal management, operations/administration, public relations, and Board support. The Executive Director's responsibilities include, but are not necessarily limited to, those outlined below.

FUNDRAISING

- ◆ Maintains a consistent and diverse revenue stream to fund ONE's activities and programs through, but not limited to; grants, earned income, membership and sponsorship growth.
- ◆ Oversee planning and implementation of annual fundraising and other event(s)

MEMBERSHIP

- ◆ Manages a membership-centric organization with a keen focus on the varying needs of the members
- ◆ Ensures that each member receives outstanding services on a consistent basis.
- ◆ Actively supports building the membership base, as well as building the value that members find in belonging to ONE.

PROGRAM DEVELOPMENT AND MANAGEMENT

- ◆ Oversee all ONE programs and serve as liaison to Board, sponsors, honorees and the public
- ◆ Determine responsibilities and benefits for programs with sponsors and Board
- ◆ Continually review and evaluate programs
- ◆ Manage and update website

OPERATIONS & BUDGET MANAGEMENT

- ◆ Prepare and maintains all records and operations for programs and foundation funds
- ◆ Prepare and file required monthly and annual financial reports
- ◆ Develop budget
- ◆ Coordinate IRS 990 preparation

PUBLIC RELATIONS/MARKETING/FUNDRAISING

- ◆ Promote and raise statewide awareness and interest in ONE to media, sponsors, educational and business community, and public
- ◆ Prepare and coordinate all publications and promotional materials for ONE and its programs
- ◆ Develop and maintain relationships with the media and program sponsors
- ◆ Develop and maintain relations with community leaders, organizations, businesses and education community
- ◆ Make presentations statewide on ONE and its programs

BOARD MANAGEMENT

- ◆ Plan board meetings in cooperation with Board President
- ◆ Prepare and distribute agendas, materials and minutes for meetings
- ◆ Maintain necessary communication among Board members



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- ◆ Coordinate annual board retreat/strategic planning meeting
- ◆ Report to Board both orally and in writing
- ◆ Plan and coordinate committee meetings as needed
- ◆ Assess and make recommendations related to board member skill sets and diversity

Qualifications

- Bachelor's degree or higher
- At least five years of experience in an executive leadership position, nonprofit experience preferred
- A skilled relationship and collaboration builder
- Experience and proficiency with fundraising, including fundraising with businesses, foundations and individuals
- Outstanding verbal and written communication skills
- Experience managing multiple social media channels
- Proficiency with creating and managing the budget
- Experience in working with a board of directors
- Experience in strategic planning and execution

The position is full time, exempt and has a starting annual salary range of \$40,000 – 45,000. The position requires the ability to work from home with approximately 15% travel.