# Position Description: Executive Director

## North Central Boys and Girls Club

**Job Title:** Executive director

**Reports to:** Board of directors

**Manages:** Staff of six full-time and seven part-time employees

**Budget Size:** $2.6 million

**Overview of Responsibilities and Duties:**

The executive director is the chief executive officer of the organization, conducting its administration in accordance with policies set by the board of directors.

**Primary Responsibilities:**

The executive director will supervise staff to undertake the following tasks. In some cases, depending on staffing patterns, the task may be the sole responsibility of the executive director.

* Fundraising (including grant research, writing, management, and reporting; special events planning; and developing an individual giving program)
* Annual budget development and financial management
* Project planning and budget development
* Providing for cash-flow projections and monitoring
* Human resource management and policy development
* Overseeing evaluation design and hiring evaluation consultants
* Representing NCBGC in meetings and at public events
* Defining job expectations for staff positions, delineating tasks, and conducting regular employee evaluations
* Hiring, supervising, evaluating, and — if necessary — firing personnel, including consultants and salaried employees
* Administering approved personnel policies
* Working with program directors, supervising production of all budgeted and approved programs

**Additional Responsibilities:**

* Spearheading strategic planning process
* Coordinating marketing strategy and materials
* Participating at board meetings and on board committees
* Planning and overseeing organization systems
* Performing other duties as required by the board of directors