



JOB DESCRIPTION: EXECUTIVE DIRECTOR

The Executive Director is the key management leader and is responsible for overseeing the overall strategic and operational responsibility of the organization to execute its mission. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

General Responsibilities:

1. Financial Performance & Viability:

- Responsible for fundraising, communication and expanding revenue generating and fundraising activities to support existing programs.
- Build partnerships in new markets, establishing relationships with funders, private organizations, etc.
- Responsible for the fiscal integrity; submit a proposed annual budget and accurate monthly financial statements to the Board.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position; along with legal and financial compliance.

2. Mission and Strategy:

- Responsible for oversight and implementation of the grant process, including promotion, strategy, application process and coordination with partner agencies
- Responsible for planning the annual operations of the organization to fit into the board approved strategic plan and Association's mission.
- Provide leadership in developing quality programs and services as directed by the board.
- Responsible for the organization's image by being active and visible in the community; serving as organization's primary spokesperson.

3. Board Governance:

- Works with Board in order to fulfill the organization's mission
- Responsible for leading NOVA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary on the condition of the organization for the Board to function properly and to make informed decisions.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and increase overall visibility of the organization.
- Responsible for the compliance of all documents related to the organization (i.e. policy manual, agenda, minutes, supporting materials, etc.).



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4. Organizational Operations:

- Responsible for effective administration of operations; ensuring systems to track scaling progress, and regularly evaluate programs to measure successes that can be effectively communicated to the Board, funders, and others.
- Set and achieve strategic objectives that align with the mission and the strategic plan.
- Responsible for personnel; both paid staff and volunteers; ensure job descriptions and regular performance evaluations are held.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

Professional Qualifications:

- A bachelor's degree
- 4+ years with prior work experience in management or in any non-profit organization.
- Track record of effectively leading and scaling an organization and staff.
- Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives.
- Success working with a Board of Directors with the ability to cultivate existing board member relationships.
- 4+ years fundraising experience along with knowledge of fundraising strategies and donor relations unique to non-profit sector.
- Strong marketing and public relations skills.
- Strong written and verbal communication skills; persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Great desire in helping people; along with dedication and hard work.
- Hands-on budget management skills, including budget preparation, analysis, decision-making and reporting.
- Excellent computer skills (i.e. MS Office – Word, Excel, etc.)