



EXECUTIVE DIRECTOR JOB DESCRIPTION

Effective Date: May 2021

Position: Executive Director

Employment Status: Full-time, Exempt

Position Summary: The Executive Director oversees all functions, operations and activities of the organization, including the development of the strategic direction and successfully implementing a growth-oriented vision. The Executive Director uses their influence and experience to motivate and lead the organization toward the achievement of its mission. The position is responsible for full organizational oversight, including planning and effective implementation of all initiatives. The Executive Director champions the northeast Kansas and northwest Missouri region throughout every objective.

Essential Functions*

- Develop and execute a set of strategies designed to promote the organization's mission.
- Implement business plans that achieve the goals and objectives determined by the Board of Directors.
- Lead a team, providing effective coaching and guidance to members for the benefit of the organization. Recruit, hire and train quality staff members, developing performance standards that ensure both personal and organization-wide progress.
- Ensure the balance of completing the organization's daily tasks with pursuing long-term plans to meet established policies and growth objectives.
- Initiate and develop investment and fundraising opportunities.
- Pursue trusted relationships with member local governments, state and federal government agencies, business partners and other external authorities.
- Represent the organization through public relations designed to strengthen the organization's public profile and reputation.
- Review financial reports produced by subordinate managers to better understand and strengthen the organization's position from a financial and non-financial perspective, as well as directing and monitoring all expenditures.
- Develop a Board-approved annual budget that meets generally accepted accounting principles (GAAP), as well as implementing long-term financial goals.
- Meet challenges with solutions, as well as developing remedial strategies for any issues, implementing crisis management techniques in appropriate situations.

Skills, Knowledge, and Abilities

Self-Management/Leadership

- Demonstrates individual leadership and influence, capable of defining and communicating a vision fueled by a sense of purpose and able to guide and inspire staff, peers and partners to achieve a goal.
- Hard-working, action-oriented dedication to all organization-related opportunities, pursuing responsibilities with a drive to see an event completed to success.
- Celebrates creativity with an entrepreneurial spirit that strives to develop new and unique ideas and innovative approaches.
- Effectively determines which tasks and objectives are most critical for accomplishing established goals.

Technical Skills

- Brings a working knowledge of nonprofit management, has experience in delivering concise summaries to the Board of Directors for the purposes of formulating policies. Sets clear objectives, measures and then monitors progress to deliver results.
- Knowledgeable in organizational financial systems, including the formation and evaluation of annual and program-specific budgets.
- Understands and identifies how public and private organizations operate within the community, establishing effective community involvement to capitalize on assets and available resources.

Organizational Knowledge and Skills

- Possesses strategic agility and problem-solving abilities to allow for the anticipation of future consequences, creating breakthrough strategies and plans while effectively managing challenges or disagreements.
- Demonstrates political savvy and sound judgment, asking questions and probing sources to understand how people and organizations function and ultimately make complex decisions. Proactively develops community relationships by listening to and understanding constituents, giving high priority to community and customer satisfaction.
- Accurately identifies the length and difficulty of tasks to accomplish specific goals.
- Embraces a set of core values and beliefs whether navigating good or difficult circumstances, acting consistently in line with those values and rewarding those same values in others. Perceived to be a direct, truthful person who presents information in an appropriate and helpful manner.

Interpersonal and Teamwork Skills

- Works effectively with the staff, Board of Directors and various community agencies, putting own objectives aside for the benefit of the organization. Provides timely feedback to team members, local governments and other parties to improve decision-making accuracy and for the good of the organization.
- Engages in active listening and possesses an approachable demeanor, developing rapport and constructive relationships that embrace diplomacy and tact. Capable of diffusing high-tension situations. Able to listen carefully to various points of view, regardless of agreement, and celebrates diversity of opinion.



Minimum Qualifications:

Education: BA/BS in public administration, non-profit administration, planning, economic development, or related field. MPA or other related Master's degree preferred.

Experience Level: Five (5) years of experience in public or non-profit management, including administration of personnel, programs, board management, budgets and fiduciary matters. An ideal candidate may possess experience in City or County Administration, Planning, and/or Economic Development.

Other: Experience with the Microsoft Windows operating environment, including Microsoft Office. Comfortable with standard office equipment, including multi-line telephone, smart phone, tablet computer, desktop computer, and networked copy machine. Position requires occasional evening and weekend duties. Must be willing to travel via personal vehicle. Valid driver's license and auto insurance. Legally eligible to be employed in the United States.

Work Environment:

65% of time spent in temperature-controlled office.

15% of time spent at local meetings.

15% of time spent at trainings, meetings, and conferences.

5% of time spent traveling.

Salary:

Starting salary is dependent on relevant experience and qualifications. Salary range is \$60K - \$70

**This job specification should not be construed to imply that these requirements are the exclusive standards of the position. The Executive Director will follow any other instructions and perform any other related duties, as may be required by the Board of Directors.*