

Executive Director Job Description

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for The Boone Conservancy's staff, programs, expansion, and execution of its mission. ED is also responsible for fundraising, marketing, community outreach, and strategic planning.

General responsibilities:

1) Board Governance: Works with board in order to fulfill the organization's mission.

Responsible for leading TBC 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 for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

Responsible for the fiscal integrity of TBC, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.

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.

Responsible for fundraising and developing other resources necessary to support TBC's mission.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

Responsible for implementation of TBC's programs that carry out the organization's mission.

Responsible for strategic planning to ensure that TBC can successfully fulfill its Mission into the future.

Responsible for the enhancement of TBC's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Acting as TBC's spokesperson and as a liaison between the organization/board and government entities and leaders, the community, and other organizations.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

Responsible effective administration of TBC's operations.

Responsible for management and retention of staff as well as working with staff on project development and oversight.

Responsible for signing all notes, agreements, and other instruments made and entered into on behalf of the organization.