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# Example of Executive Coach Job Description

Our company is growing rapidly and is looking for an executive coach. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for executive coach

* Cleans and sterilizes instruments per established standards
* Performs in-house testing following established standards and policies
* Provide executive-level coaching and development support for a handful of high-priority scaling KIPP regions to prepare their organization to expand the number of seats for KIPPsters
* Work directly with the region’s Executive Director, regional leadership team and Board Chair over a two- or three-year engagement period to accomplish key scaling objective and/or milestones that will accelerate the region’s growth trajectory beyond current plans
* Outline specific infrastructure investments that will be made to enable accelerated growth, including evaluating providers of services or how the region will build systems and structures required for growth and establishing the timeline for those investments to be made
* Conduct a data-driven assessment of leadership team and culture of the organization, identifying strengths to leverage and barriers to scale, then recommending a path to overcome the barriers
* Determine what changes need to be made to the regional support team, including changes to roles and additions of staff, and establish a timeline for when those changes will be made
* Guide the executive director to design and lead the change management to implement the desired changes that will improve the effectiveness and efficiency of the regional office functions
* Assist in the development of Build Plans for each Chair candidate assigned to them and work directly with the Chair to execute against established plan
* Provide the vision and strategy for each launch and ensure internal resources are aligned with launch targets and executing established launch plan

## Qualifications for executive coach

* Medical Assistant Certification or Licensed LPN
* Theatrical writing and dramatic coaching background
* Ability to travel and work outside of standard business hours
* 10+ years of experience at the executive level in finance, operations and/or academics
* Excellent financial analysis, strategic planning and project management skills
* Experience in people management and coaching leaders to results