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# Example of Executive Director Job Description

Our growing company is looking for an executive director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for executive director

* Oversees the operations of the organization and manages its compliance with legal and regulatory requirements
* Ensures the development and implementation of human resource policies and practices
* Creates strategic partnerships with key investor groups, member agencies, community stakeholders, and media
* Ensures marketing and communications strategies are targeted to include new and emerging trends in social, print and other media
* Oversees staff in developing annual budgets that support operating plans
* Oversees staff in the development and implementation of annual fundraising campaigns, allocations and effectiveness of its Community Impact strategies
* Provides support and guidance to campaign team in all aspects of and matters pertaining to the annual campaign and is responsible for the success of the annual campaign
* Assists in the recruitment and evaluation of Board members and provides support to all committees of the Board of Directors
* Serves as the primary spokesperson and representative for the organization within the community
* Develops and nurtures relationships with the public, key investor groups, member agencies, community stakeholders, and media

## Qualifications for executive director

* Must possess a solid understanding of finance and operations practices for a not-for-profit organization
* Must possess the ability to maintain an organizational environment that attracts, keeps, and motivates a diverse staff of top quality people
* Computer savvy (Word, Excel and Outlook)
* Ensure that the region has a viable long-term financial plan and a sustainable funding base
* Master’s degree in Education, Education Administration, or other related field
* Minimum of five years experience in an educational leadership role, preferably in a diverse urban setting