



# Example of Executive Director Job Description

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Our company is looking to fill the role of executive director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for executive director

- Serves as representative of the University at state, regional and national organizations, boards, councils, and committees as assigned
- Effectively supervises and coaches staff in accordance with applicable policies, practices and employment laws
- Serving as the lead staff member for the JOSC including long-range visioning and planning, the day-to-day administration, management, and supervision of all staff, and the timely execution of mission critical activities
- Serving as the primary connection point and spokesperson of the JOSC to the Board, Advisory Group, community leaders, sponsors, tourism-related groups, hospitality community leaders, elected officials, military personnel, National Governing Bodies, events rights holders, area media and additional stakeholder groups
- Fostering the development of new sports tourism partnerships, both locally and nationally
- Serving at the pleasure of, and reporting to, the Board of Directors on all matters of the JOSC including financial status and forecasts, event status, and to provide other relevant and timely reports for the JOSC
- Developing and recommending an annual budget to the Board for their approval
- Performing needed Human Resources functions to effectively manage the organization and the staff
- Providing the JOSC and the Board relevant strategic visioning including a

goals as part of the annual budget presentation to the Board for their review, consideration and adoption

- Providing oversight on all operational aspects of the JOSOC including the management of created or owned events

## Qualifications for executive director

- Possesses deep knowledge of and experience in the arts, with particular emphasis on visual art
- A successful track record of effectively leading a performing arts/ not-for-profit/small business or organization
- Excellent communication skills including public speaking and presentation skills
- Local knowledge of community
- Experience and ability to interact productively with volunteers and a diverse board
- Ability to recruit, engage, inspire and leverage talent