Executive Director

The executive director is the manager of the daily operations of the organization. The executive director joins the national network of affiliate professionals. The major job responsibilities include:

* Commit to the Mission
* Lead the Staff and Manage the Organization
* Exercise Responsible Financial Stewardship
* Lead and Manage Fundraising
* Follow the Highest Ethical Standards, Ensure Accountability, and Comply with the Law
* Engage the Board in Planning and Lead Implementation
* Develop Future Leadership
* Build External Relationships and Serve as an Advocate
* Ensure the Quality and Effectiveness of Programs
* Support the Board

(Source: Board Source)

**RECOMMENDED SKILLS**

* Organizational management skills
* Financial management skills, including budgeting
* Self-starter with demonstrated efficiency and ability to handle details
* Initiative coupled with willingness to take direction from the Chairman and Board
* Enthusiastic and positive attitude
* Ability and willingness to delegate
* Public speaking skills: poised, persuasive, articulate
* Writing skills
* Experience in dealing with community/volunteer management
* Familiarity with media, volunteer network, corporate structure and political process
* High energy level
* Knowledge of the community
* Computer experience, including word processing, database, spreadsheet, PowerPoint and accounting software

**MAJor RESPONSIBILITIES**

**Administrative**

* Manage the daily operations of the KAB affiliate organization
* Report directly to and coordinate with the Chairman
* Assure that all reporting requirements are completed on schedule
* Assist the Treasurer/Finance Committee in preparing and maintaining organization budget; develop estimates of needs and operating requirements; provide support materials for fundraising efforts by the Board; monitor expenses
* With Secretary, prepare and distribute minutes of KAB affiliate board meetings.
* Submit Semi-Annual Survey Report, Annual Report, Cost/Benefit Analysis, KAB Litter Index, and payment of annual fee to KAB
* Maintain office; supervise staff

**Public Relations**

* Serve as primary contact person and liaison of information on KAB activities
* Prepare reports, news releases, media packets, media advisories, fact sheets and other program materials for public awareness
* Conduct workshops
* Maintain current media contact list

**Volunteer Management**

* Orient and train volunteers
* Develop volunteer job description
* Prepare and implement volunteer recognition

**Characteristics**

**Management and Delegation:** An executive director is foremost an effective manager and delegator. Good management means primarily working through people. The executive director should be an enabler and facilitator of volunteer growth and involvement.

**Enabling the Board:** The executive director provides materials, research assistance, reports, and resources so the board may make decisions to govern the organization.

**Working with People:** Since KAB affiliates are primarily a volunteer organization, the executive director should maintain and expand the volunteer base. Volunteers have varying capabilities and volunteer opportunities should be interesting and meaningful.

**Communication:** An executive director must communicate clearly and succinctly and be a good listener.

**Job oversight and salary**

In a non-profit, the executive director is an employed by the Board of Directors and typically works closely with the Chairman. In a governmental agency, the executive director is a government employee. The Chairman should discuss the job responsibilities with the employee and the employee’s supervisor to ensure that no conflicts arise between the board request for action and the executive director’s job responsibilities as a government employee. In most communities, the executive director is a full-time, salaried position. The salary range is usually comparable with professional positions of nonprofit organizations in the area. The Board should provide an annual evaluation.

Sources to Contact to Find an Executive Director:

* City/County government
* Chamber of Commerce
* Loaned Executives
* Civic organizations
* Keep America Beautiful and State Affiliate, when applicable