JOB DESCRIPTION

| **TITLE** | EXECUTIVE DIRECTOR  |
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| **Reports To**  | [Insert Title] |

**Job Purpose**

The Executive Director monitors [ORGANIZATION NAME]’s strategic vision, driving growth through informed business decisions. They oversee the effectiveness of programs and employees and engage with the executive team, implementing developmental plans.

The Executive Director is a visionary who leverages strategic thinking, creativity, and communication to ensure everyone and everything is leaning toward a common goal.

**Duties and Responsibilities**

Overall Responsibilities:

* Working closely with the board of directors to define, create, and implement corporate objectives and KPIs and track their success.
* Supervising corporate activities and ensuring workers and business procedures comply with regulatory and legal requirements.
* Budgeting operational expenses to maximize profit.
* Identifying, recruiting, training, and creating a strong team of employees capable of managing critical business activities and leading essential departments.
* Supervising, instructing, and managing personnel from various departments
* Developing relationships with the firm's stakeholders, stockholders, and other relevant parties.
* Organizing support for customers to improve customer satisfaction
* Managing external partner and vendor relationships
* Identifying potential hazards and opportunities within the organization and its environment to protect corporate interests.
* Representing the company at social and corporate events to strengthen the brand and communicate the organization's message.
* Performing other related duties.

**Qualifications**

* X years of experience as Executive Director or similar position
* A bachelor’s degree in business administration or relevant field
* A master’s degree in business administration or relevant field is a big plus
* Knowledge of industry’s legal rules and guidelines as well as the latest trends and best practices
* In-depth knowledge of diverse business functions and principles, including but not limited to supply chain, finance, customer service, and human resources
* Working knowledge of data analysis and performance or operation metrics

**Core Competencies**

* Visionary leadership
* Ability to rise to challenges, dare to take risks, and accept responsibility
* Excellent communication skills
* Exude confidence and a positive attitude
* Work excellently with a team and understands group dynamics
* Strategic planning and actualization of plans

**Working Conditions**

* Hours outside of typical working schedule may be required
* Some travel may be required
* Extended periods of sitting or using computer screens