

EXECUTIVE DIRECTOR JOB DESCRIPTION

Samples

POSITION 1: EXECUTIVE DIRECTOR, PUBLIC ART GALLERY

Excerpted from the Ontario Association of Art Galleries' Human Resources Package for the Recruitment, Hiring and Management of the Executive Director in a Public Art Gallery.

POSITION SUMMARY

Under the authority of the board of directors and in accordance with established policies and procedure, the executive director will assume the following tasks and responsibilities:

- Directing the overall operations, budgets and capital assets of the organization;
- Managing all permanent, part-time and contract staff and volunteers;
- Directing the overall programming of the organization;
- Promoting the organization and its programs in the media and to the general public, and managing the image of the organization in a senior public relations role;
- Developing and maintaining professional liaison with all levels of government and with the arts community.

TYPICAL DUTIES AND RESPONSIBILITIES

1. The executive directs the overall operations, budgets and capital assets of the gallery by:
 - a. assessing short and long term financial and capital needs and making recommendations to address them;
 - b. drafting and monitoring the annual operating budget and reporting regularly to the board on the gallery's financial situation;
 - c. approving or authorizing expenditures within the total budget;
 - d. identifying and pursuing all appropriate revenue sources and government grants and assisting with fundraising activities and events undertaken by the board;
 - e. implementing board policies and directives with regard to financial management and advising the board and committees on financial priorities and budget matters where appropriate.

2. The executive director manages all permanent, part-time and contract staff and volunteers to ensure efficient operation of the gallery by:
 - a. developing (implementing) human resources policies and procedures and establishing clear lines of communication and authority;
 - b. assigning areas of responsibility, delegating duties and allocating tasks;
 - c. setting and monitoring standards for performance and ethical conduct;
 - d. interpreting organizational policies to the staff;
 - e. advising staff on work-related problems;
 - f. directing staff and volunteers to access professional development and training to upgrade their skills;
 - g. regularly evaluating staff performance and recommending merit and other salary increases and promotion;
 - h. hiring staff to fill vacancies;
 - i. terminating an employee or taking disciplinary action.

3. The executive director, in collaboration with staff members, plans the overall programming direction and activities of the gallery, including exhibitions and ancillary or special events and extensions services, by:
 - a. presenting a balanced program of exhibitions, interpretive programs and special ancillary programs that reflect the gallery's mandate and community;
 - b. developing a budget for each exhibition, program and event within the overall program budget;
 - c. developing and maintaining liaison with exhibition and programming sources in the province and beyond;
 - d. developing exhibitions from the gallery's own collection;
 - e. negotiating loans of works from artists and other institutions;
 - f. presenting the proposed program schedule to the board;
 - g. developing a good working relationship with artists and respecting their rights as partners in the visual arts and as creative producers.

4. The executive director promotes the gallery and its programs in the media and to the general public, and manages the image of the gallery in a senior public relations role by:
 - a. developing (implementing) a public relations policy or procedures;

- b. developing and maintaining liaison with a wide range of community cultural groups and delegating other staff members to represent the gallery when appropriate;
 - c. attending openings and major events to serve as the gallery's host and introducing guest speakers, artists and programs;
 - d. approving all major promotional copy and design circulated in the name of the gallery and approving media releases;
 - e. speaking or lecturing to community groups on request;
 - f. conducting tours of the gallery;
 - g. giving media interviews on request;
 - h. when appropriate, serving as an art consultant to community groups and as a juror in art competitions on request;
 - i. writing for gallery publications.
5. The executive director manages, conserves and develops the permanent collection by:
- a. developing (implementing) policies and procedures for documentation, registration, storage, handling, loans, and acquisition of works in the collection;
 - b. recommending acquisitions and approving donations of works in the collection;
 - c. negotiating with donors and agencies on gifts to the collection;
 - d. negotiating purchases of works and available grants for acquisitions;
 - e. authorizing loans from the collection;
 - f. developing (implementing) conservation policies and practices.
6. The executive director develops and maintains professional liaison with the visual arts community in support of mutual concerns and to promote the non-profit gallery sector by:
- a. adhering to the professional codes of ethics set out by OAAG, the Canadian Art Museums Directors' Organization (CAMDO), the Canadian Museums Association (CMA), and the Association of Cultural Executives (ACE);
 - b. offering professional cooperation and support to colleague organizations within the visual arts network;
 - c. supporting advocacy efforts on behalf of the visual arts sector.

POSITION 2 – EXECUTIVE DIRECTOR – CULTURAL ORGANIZATION

The following job description was developed and used by SaskCulture.

POSITION SUMMARY

Under the authority and guidance of the Board of Directors, the Executive Director is responsible for the overall directing of operations to achieve the goals and objectives of the organization.

ORGANIZATIONAL STRUCTURE

Provide vision, mission and values of organization here.

QUALIFICATIONS

Education: Provide level of attainment desired.

Skills and Experience:

- proven management and administrative skills, including financial and human resource management
- knowledge and experience in the areas of arts, culture, multiculturalism and heritage
- superior verbal and written communications skills
- strong strategic planning and organizational ability
- good communications skills and presence with the full range of media
- excellent interpersonal skills essential to dealing effectively with a diverse group of interested and influential individuals as well as maintaining staff morale and direction.

RESPONSIBILITIES

Board and Membership:

- assisting the Board in the development and implementation of long-term goals and objectives for the organization
- serving as a consultant and resource person to the Board and its committees, and to the membership
- implementing all policies, programs and other directives of the Board
- ensuring all pertinent information is circulated to the Board and/or membership in a timely manner

- overseeing the arrangement of, and formally reporting to, all Board and membership meetings held by the organization.

Administration:

- establishing policies and procedures in keeping with the overall objectives of the organization
- providing general direction to, and review of, all employees
- ensuring adequate record-keeping in all areas of operations
- ensuring that all correspondence is handled in an effective and timely manner
- ensuring adequate maintenance of all property and equipment owned, rented or leased by the organization
- maintaining confidentiality of all internal matters pertaining to the organization and its operations.

Finance:

- assessing short- and long-term financial needs and recommending appropriate courses of action
- drafting and monitoring the annual operating budget and reporting regularly to the Board on the organization's financial situation
- authorizing expenditures within the total budget
- identifying and pursuing all appropriate revenue sources and government grants and assisting with fundraising activities and events undertaken by the Board
- implementing Board policies and directives with regard to financial management and advising the Board and committees on financial management and advising the Board and committees on financial priorities and budget matters where appropriate.

Personnel:

- overseeing all areas of human resource management, including establishing and maintaining a professional and competent work force as is essential to the achievement of the goals and objectives of the organization
- establishing clear lines of communication and authority at all levels of the organization
- establishing and maintaining an effective employee relations strategies including ongoing evaluation and monitoring of employee performance
- establishing and maintaining a competitive compensation program
- resolving all employee grievances

- promoting professional development among employees and volunteers through participation in appropriate educational programs.

Public Relations:

- promoting the objectives of the organization through establishing positive working relationships with employees, volunteers, membership, Board and committees, the public, government departments, other cultural agencies and the media
- developing and maintaining professional liaison with the cultural community in support of issues of mutual concern
- representing the organization at meetings with government and other agencies
- acting in a senior public relations role to promote the organization, its goals and objectives at cultural community functions or other events as may be requested by the Board

Program Management:

- developing ideas, programs and opportunities which will benefit the membership of the organization
- planning, organizing, implementing and evaluating special projects of benefit to the organization
- developing and implementing a fundraising strategy
- attracting and retaining a qualified volunteer base

POSITION 3 – EXECUTIVE DIRECTOR – NON-PROFIT SPORT ORGANIZATION

This job description is from Sask Sport Inc., non-profit, provincial sport organization in Saskatchewan.

POSITION SUMMARY

The Executive Director serves as chief administrative officer for the organization. He/she is responsible for the interpretation and implementation of the association's policies relative to the day to day operations.

QUALIFICATIONS

- 1.) University degree in administration/commerce or equivalent.
- 2.) Knowledge of amateur sports and volunteer organizations.
- 3.) Ability to communicate well, both verbally and in written form.
- 4.) Understanding of basic administration, public relations and financial management.

SUPERVISION

- 1.) Reports only to the President.
- 2.) Supervises association staff.

DUTIES & RESPONSIBILITIES

I. Communications:

Primary Responsibilities:

- 1.) Serve as liaison with Sask Sport Inc., Government of Saskatchewan, National and Provincial Associations, media and other agencies.
- 2.) Provides an effective internal and external communications system for the association.

Additional Responsibilities:

- 1.) Coordinates the association's newsletters and publications.
- 2.) Represents the association in the absence of a volunteer director.

II. Finance

Primary responsibilities:

- 1.) Coordinates the presentation of the annual budget and annual reports.

- 2.) Prepares funding requests for Sask Lotteries Trust Fund and Department of Municipal Government.
- 3.) Administers funding from Sask Lotteries Trust Fund and Department of Municipal Government.
- 4.) Assists Treasurer with maintenance of financial records.

Additional Responsibilities:

- 1.) Assists Treasurer in administration of bookkeeping; cash receipts and payments, invoicing, etc.
- 2.) Assists Treasurer in preparation for the annual audit of the organization's financial records.

III. Administration

Primary Responsibilities:

- 1.) Ensures requirements for all Board and Committee meetings are completed.
- 2.) Attends Board meetings and ensures accurate, complete minutes are maintained.
- 3.) Assists with administration of national and provincial programs.
- 4.) Establishes and maintains association files and records.
- 5.) Assists the President in daily correspondence.
- 6.) Implements Board and Committee policy decisions.

Additional Responsibilities:

- 1.) Develops guidelines for presentations to policy makers.
- 2.) Assists Board members in the development and implementation of long range planning.
- 3.) Coordinates provincial competitions and events.

IV. Fundraising

Primary Responsibilities:

- 1.) Provides administrative support to Board and Committee Members for fundraising programs.

Additional Responsibilities:

- 1.) Plans and develops fundraising activities and opportunities.

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