

Job Description



Job Title: President / Executive Director (P/ED)
 Manager's Job Title: Board of Directors
 Date Completed: February 8, 2018

I. Job Purpose/Objective:

One or two brief statements that explain why the position exists.

The P/ ED exists to administer the activities necessary to fulfill the mission of the SMSBF. The position serves to assess stakeholder requirements; to be a source of feedback and information to the board and to implement the board of director's vision and strategic plan for the SMSBF.

II. Essential Job Functions:

List the significant responsibilities of the position, in order of importance and frequency. These duties must include essential tasks completed on a regular basis.

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| 1 | Event program development, including assisting and supporting the crafting of themes and agendas; identifying, contacting and contracting with presenters; coordinating and contracting venue and catering suppliers and the coordination of activity during the event. | 40% |
| 2 | Curating and developing content for weblogs, newsletters and other forms of promotional communication; producing articles and other content for the purpose of educating stakeholders and promoting the organization. | 20% |
| 3 | Leading the development and administration of a yearly event activities and membership and revenue growth plan; this includes the identification and development of new value propositions and revenue streams. | 15% |
| 4 | Developing relationships and networking with stakeholder representatives, including key contacts at national and local funders, non-profits and for profit businesses and media outlets, all of whom operate within Southeast Michigan (SM). | 10% |
| 5 | Developing and administering an annual grant writing and application program. | 10% |
| 6 | Administering board of director and other special meetings necessary to run the organization | 5% |

Must Equal 100%

III. Additional Job Functions:

Other significant duties performed on a less frequent basis which incumbent may perform.

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| 1. | Attending events hosted by other community stakeholder organizations |
| 2. | Administering contractual work with suppliers and other business partners. |
| 3. | Assisting in the administration of the organization's financial and legal documents |
| 4. | Leading the development of policies, procedures and processes |

IV. What are the Key Challenges to this Position?

List the most difficult problems to be solved and indicate why this is so.

1. The organization's primary value proposition, and the principle means by which it fulfills its mission, is conducting events that promote sustainable business practices in SeM. Developing event programs and the administration of events to a standard (i.e., within the constraints of time, quality and cost) as approved by the board of directors and according to the organizations policies and procedures, is a key challenge.
2. Another key challenge is seeking the means by which the organization will remain viable; this includes meeting targets for engagement and brand awareness; aligning mission objectives with funding sources, gaining grant awards and identifying and developing programs that will serve as new sources of revenue.
3. Ensuring the organization engages persons who are passionate about advancing triple bottom line business in SeM, for roles as board members and as volunteers, is another key challenge.

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Job Factors, Working Conditions and Job Environment:

List the working conditions of the position such as: general office conditions, warehouse environment, lifting of 10 lbs., travel, etc.

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| 1. | <p>Job Factors</p> <p>A. <u>Know How</u>: Requires strong administrative and leadership skills; organization and time management skills; the ability to interact with a wide range of persons and backgrounds.</p> <p>B. <u>Problem Solving</u>: Problems encountered are complex and multifaceted; the role requires the ability to breakdown problems into manageable portions and administer their resolution</p> <p>C. <u>Accountability</u>: Acts as the Chief Executive Officer; includes: administering all orders and resolutions of the Board; reporting to the Board on matters, which may be pertinent to the interests of the organization; under direction of the Board, execute and deliver documents and take all steps necessary or desirable steps in order to make effective the actions and policies of the Board.</p> |
| 2. | <p>Degree of physical demands (strength) usually associated with this position.</p> <p>Light physical demands.</p> |
| 3. | <p>Environmental conditions (physical surroundings and hazards) usually associated with this position.</p> <p>Typical office conditions.</p> |

VI. Minimum Qualifications:

Qualifications a candidate **must** have to completely perform the essential functions and responsibilities of this job.

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| 1. | <p>Education: (e.g. Bachelor Degree in Finance)</p> <p>High school diploma or equivalent.</p> |
| 2. | <p>Experience: (e.g. 3 years financial analyst experience)</p> <p>Depending on education, minimum of ten to fifteen years of professional experience, with a minimum of five being in a front line supervision role.</p> |
| 3. | <p>Certifications: (e.g. CCIE, CCNP)</p> <p>None</p> |
| 4. | <p>Knowledge: (e.g. Microsoft Excel, SAP)</p> <p>Intermediate capabilities with Microsoft Office suite of products; ability to work with website building software (e.g., Wordpress etc.).</p> |
| 5. | <p>Skills and Abilities: (e.g. Ability to manipulate data, perform calculations, and compile information into reports)</p> <p>Ability to navigate the grant writing process and to produce grant proposals; to manage projects and event planning; to understand and build budgets; to communicate effectively in speech and written word; to assemble and articulate cogent messages.</p> |
| 6. | <p>Licensure/Other: (e.g. Valid drivers license)</p> <p>Valid driver's license</p> |

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VII. Preferred Qualifications:

Desired *qualifications that we prefer the candidate possess.*

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| 1. Education: (e.g. Master's Degree in Finance) BS, BA, MA, MS in business, physical sciences, humanities, arts etc. |
| 2. Experience: Non-profit boards and, or executive director roles. |
| 3. Certifications: (e.g. CPA) Certified Non-Profit Professional (CNP). |
| 4. Knowledge: Local funders and corporate influencers |
| 5. Skills and Abilities: Public administration. |
| 6. Licensure/Other: N/A |

Board Representative: _____ **Date:** _____

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