

Executive Director Job Description

The Executive Director is the Chief Executive Officer of The Children's Body-Image Foundation (The Foundation). The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives. In program development and administration, the Executive Director will:

Specific organizational responsibilities:

1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Must first, always be an advocate of The Children's Body-Image Foundation.
3. Assure that the duties of the directorship within the foundation take priority over all other roles and assignments within the foundation
4. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
5. Promote active and broad participation by volunteers in all areas of the organization's work.
6. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
7. Maintain a working knowledge of significant developments and trends in the field.
8. To give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives

In communications, the Executive Director will:

1. See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
2. Publicize and promote the activities of the organization, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.

In relations with staff, the Executive Director will:

1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
3. See that an effective management team, with appropriate provision for succession, is in place.
4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
5. Maintain a climate which attracts, keeps, and motivates a diverse staff of quality and qualified people.

In budget and finance, the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices.
2. Shall be a signor of all financial accounts
2. Work with the staff, finance committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.
4. Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.