Updated 9/4/2022

**Executive Director**

**Job Description**

**Summary**

In the NSITSP, the Board of Directors sets the vision for the organization and establishes short and long term goals. The Executive Director is responsible for day-to-day operations and execution of the board’s decisions.

The Executive Director provides advice to the board on the practicality of their visions and plans. The Executive Director manages the budget, resources, and staff, of the organization. As a result, the Executive Director provides a practical perspective to the board.

The Executive Director and the Board President are the public face of the organization. The Board President represents the board and the vision of the organization, while the Executive Director represents the organization from an operational perspective.

Overall, the Executive Director is charged with making operational decisions, taking action, making commitments, and managing all tactical operations of the organization.

**Duties and Responsibilities**

**Work with the Board of Directors**. The Executive Director schedules board meetings and, with the Board President, prepares the meeting agenda and related documents. The Executive Director provides financial reports for all regularly scheduled board meetings. From time to time, the Executive Director also provides reports on personnel, community outreach, and progress reports from various committees.

**Finances**. The Executive Director manages the organization's finances. This includes the daily tasks of processing membership payments, donations, vendor contributions, all finances around payroll, and purchase of goods and services. The Executive Director is also responsible for creating and managing the budget, with the assistance of the Finance Committee and with the advice and consent of the board.

The Executive Director works with the Board Treasurer to make sure the organization is compliant with all state and federal regulations for a 501(c)(6) corporation.

**Marketing**. The Executive Director has primary responsibility for managing the organization’s marketing, public relations, advertising, fundraising, and communications staff. The Executive Director is responsible for communication to the public and media, to ensure that they maintain the brand of the organization and reflect the board’s vision.

**Staff Management**. The Boards of Directors has responsibility to hire, direct, and terminate the Executive Director. In turn, the Executive Director has responsibility for all other human resources and staff management. Key positions are defined and filled with the advice and consent of the board.

**Day-to-Day Management**. The Executive Director oversees the day-to-day operations of the organization. Ideally, the Executive Director will work with the board to define and approve a budget and overall strategy. After that, daily operations are executed by the Executive Director and staff. In the big picture, the board decides what to do and the Executive Director implement their decisions.