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## **Job Description:** **Executive Director**

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Ontario Network of Employment Skills  
Training Projects (ONESTEP)



## Executive Director

### How to Use This Tool:

This tool is not intended to be used in its entirety. Rather, its purpose is to provide a framework for developing a job description that is customized to the unique needs of your organization. As you review the tool, select only those functions / requirements / competencies / skills and abilities that are relevant to the particular position you are reviewing, keeping in mind the position as it actually exists in your organization.

This document includes descriptors for creating a job description for the Executive Director position.

### Possible uses for this tool:

You may find this tool useful when:

- Creating a job description
- Recruiting, interviewing and hiring new candidates
- Appraising the performance of an Executive Director
- Identifying training and development needs

### **Job Summary:**

The Executive Director is responsible for the successful leadership and management of the organization in accordance with the strategic direction set by the Board of Directors. This position requires an innovative thinker and an energetic action-oriented individual who is passionate about successfully delivering on the mandate of the organization. The Executive Director oversees all programs, services, operations, planning, financial management, and fundraising activities required to develop, promote, and execute the organization's programs and services.

### **Essential Functions:**

- **Board of Directors:** Supports the operations and administration of the Board of Directors by advising and informing Board members of organizational issues, acting as an interface between the Board of Directors and agency staff, assisting the Board chair and committee chairs with planning Board meetings and assisting with the Board of Directors' periodic self evaluation.
- **Strategic Planning:** Participates with the Board in strategic planning by overseeing the ongoing assessment of organizational strengths and weaknesses, monitoring the internal and external environment for potential opportunities and threats and making recommendations to the Board during its strategic planning process.
- **Program, product, and service delivery:** Oversees the day-to-day activities and functions of the organization and the quality, marketing, and promotion of its programs and services.
- **Operations:** Ensures operational efficiency and quality service delivery in compliance with organizational policies and procedures.
- **Human Resources Management:** Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to federal and provincial labour laws and standards.
- **Financial:** Recommends an annual budget for Board approval and prudently manages the organization's resources within those budget guidelines and according to current laws and regulations.
- **Tax, Risk and Compliance:** Ensures the proper organization and filing of all corporate documents and records, oversees the annual audit process as well as the timely submission of reports to government agencies, funding sources, and other stakeholders.

- **Facilities Management:** Executes any leases, deeds, mortgages, bonds, contracts, or other instruments that the Board authorizes to be executed.
- **Fundraising:** Seeks out and oversees revenue generation planning and implementation, including identifying resource requirements, researching funding sources, submitting proposals and managing fundraising records and documentation.
- **Community and Public Relations:** Assures that the organization and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders.
- **Relationship Building:** Develops and maintains strong relationships with government bodies, key sector leaders and organizations that impact the mission and work of the organization. Initiate and participate in cooperative and collaborative partnerships as appropriate