



Executive Sample Job Description

F E D E R A L R E S E R V E B A N K *o f* K A N S A S C I T Y
D E N V E R • O K L A H O M A C I T Y • O M A H A



Executive Sample Job Description



Updated: _____

Job Title:

Senior executive

Department:

Executive

Date:

November 2010

Reports to:

Board President

Job Summary

The executive is the *leader and chief spokesperson for the organization*. The senior executive reports to and is accountable to the president of the board and the board of directors. The executive's primary responsibilities include strategic planning and implementation of the strategic initiatives through tactical actions. The responsibilities should be carried out in accordance with the directions provided by the board of directors and within established guidelines so that organizational, fundraising, budgetary, community relations and volunteer objectives are achieved.

Time Responsibilities

20% Serves as the principal professional resource to the board of directors and key committees, assisting them in matters of policy formulation and interpretation. Communicates regularly and openly with the board. Creates a culture of partnership between board and staff based on genuine trust and respect for each others' contributions of time, talent and resources. Implements the policies established by the board of directors through the administration of the organization and its activities. Participates in board meetings, (i.e., providing input, information and feedback as the organization's liaison).

20% Manages the operation of the organization, including staff, programs and physical plant. Directs professional staff by delegating responsibilities as necessary to effectively serve the organization's clients and accomplish its goals. Charged with hiring, evaluating, administering employee benefits, and handling other personnel matters. Develops, establishes and utilizes organizational performance measurement standards; reports results to board and staff; and, makes necessary changes based upon results.

15% Provides oversight for the financial affairs of the organization. This includes, but is not limited to, preparation of the budget, statements of financial position, and profit and loss statements. Ensures financial policies and procedures are followed. Serves as primary support to the finance committee. Ensures ongoing financial growth of the organization.

15% Leads the development and implementation of strategic plans into tactical actions/activities. Presents balanced score card on quarterly basis to board.

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Executive Sample Job Description *Continued*

- 20%** Oversees development and implementation of fundraising plans to secure adequate funding, including preparing and supervising foundation grants and corporate proposals.
- 10%** Chief spokesperson for the organization. Represents the organization to the community and fosters a good relationship and image among the organization, its clients, and the general and philanthropic community in Kansas City.

Internal Contacts - Purpose

Staff– day-to-day communication
 Board of Directors– partner, inform and recommend

External Contacts - Purpose

Donors, media, service providers, etc.

Leadership

<i>Title of Immediate Subordinates</i>	<i>Number in Position</i>
Clinical Director	1
Director of Quality & Compliance	1
Director of Business & Operations	1
Director of Development	1
Director of Organization Relations	1

Total number of employees supervised:

Directly:	5
Indirectly:	35

Minimum Requirements

Master’s degree (?) in Public Administration, Social Work Administration or Business. Five to seven years demonstrated successful management and supervisory experience. Knowledge of financial statements, budgeting process and accounting procedures. Experience in strategic planning. Strong organizational and analytical abilities.

 Board President’s Signature

 Date

 Executive’s Signature

 Date

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.