

Job Description for the Position of Executive Director

The Executive Director is the key management leader of the **Overfalls Foundation**. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES

1. **Board Governance:** Works with the board in order to fulfill the organization's mission.
 - Responsible for leading day to day operations in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
2. **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.
 - Responsible for fundraising and developing other revenues necessary to support the organization's mission.
3. **Organization Mission and Strategy:** Works with the board and members to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
 - Responsible for implementation of the Overalls' programs that carry out the organization's mission.
 - Responsible for strategic planning to ensure that the Overfalls Foundation can successfully fulfill its mission into the future.
 - Responsible for the enhancement of the organization's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

ACTUAL JOB RESPONSIBILITIES

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
2. Collaborate with the organization's volunteers.
3. Strategic planning and implementation.
4. Assist in the planning of the annual budget.
5. Serve as the organization's primary spokesperson to the media and the general public.
6. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance the organization's mission.
7. Engage in fundraising and developing other revenues.
8. Oversee marketing and other communications efforts.
9. Other duties as assigned by the Board of Directors.