



Executive Director Contract - SAMPLE

Executive Director: **XXX Organization**

The Executive Director of **XXX** is the chief staff officer for the organization. Primary responsibilities are:

- 1) Recruit and manage a locally influential Board of Directors to develop overall strategy and to assure funding and fiduciary responsibility;
- 2) Manage the planning and direct the implementation and evaluation of programs to enhance the management effectiveness of local nonprofit organizations including consulting, education, and information and referral;
- 3) Provide leadership and management to assure that **XXX** is well-respected, self-sufficient, and financially secure;
- 4) Represent the organization and its mission to clients, funders, community leaders, and the community at large;
- 5) Manage the organization's infrastructure including planning, finances, use of technology, program development and evaluation, and human resources;

The Executive Director reports to the Board of Directors through the Board Chair and other regular communication channels. The Executive Director is an ex-officio member of the Board and all committees. The Executive Director is evaluated annually through a process jointly developed by the Executive Director and the Board Chair.

Compensation is set at \$----- annually. Other benefits include paid health and dental insurance, contributions to a regular retirement plan, and xx days of vacation annually.

Signed:

Executive Director

Board Chair

Date

Date