

Job Description For Executive Director

Title: Executive Director

Chapter: Oregon

I. Major Functions

Acts as Chief Executive, accountable to the Board of Directors through the Chapter President. Recommends and participates in formulation of policies and makes decisions within existing policies as approved by the Board of Directors. Plans, organizes, directs, and coordinates Chapter staff, programs, and activities to ensure that objectives are attained, plans are fulfilled, and member needs are met. Maintains effective internal and external relationships through management, leadership, and communication to achieve economical, productive performance, forward-looking programming, and constructive growth of the Chapter.

II. Basic Duties and Responsibilities

Within the limits of the bylaws, policies, and national standards for Chapters, the Executive Director is responsible for and has authority to accomplish the duties set forth below.

Administrative and Management

- A. Ensures that the Board of Directors, Executive Committee, and officers are kept fully informed of the conditions and operations of the Chapter and of all important factors influencing them. Attends all meetings of the Board of Directors and Executive Committee.
- B. Recommends, for the approval of the Board of Directors, basic policies and programs that will further the objectives of the Chapter. Develops and administers, for purposes of day-to-day operations, specific policies, procedures, and programs to implement the general policies established by the Board of Directors.
- C. Implements decisions of the Board of Directors not delegated to committees, units, or volunteers.

Financial Management

- D. Plans and manages the Chapter budget, coordinating with the Board Finance Committee and the Treasurer. Administers Chapter funds under the direction of the President and Treasurer in accordance with National and Chapter fiscal policies.
- E. Is responsible for submitting all required reports to the National Office, including the annual report and audit.
- F. Prepares grant proposals to fund specific Chapter activities as directed by the Board of Directors.
- G. Prepares for the Treasurer and Board of Directors at least quarterly budget reports and balance sheets and is responsible for ensuring monthly financial data is provided to the contracted bookkeeper.

Human Resources Management

- H. Establishes a sound organization structure for the Chapter office.

- I. Recruits, hires, trains, supervises, evaluates and terminates Chapter staff as authorized by the Board of Directors. Directs and coordinates staff.
- J. Identifies the potential voluntary person power of members and student interns of the Chapter through involvement of members on Chapter committees and task forces and in programs and social action.

Communications

- K. Maintains effective relationships with the National Office and keeps the Board and Chapter members and volunteers informed of materials and policies from the National Office.
- L. Plans, supervises and/or executes communications from the National Office and the Board of Directors to the general membership that includes an annual report, newsletters, general mailings, website postings, news releases, and so forth.

Marketing

- M. Provides staff support to the planning, organizing, and directing of membership recruitment and retention programs, evaluates results, and recommends policies, procedures, and actions required to achieve membership goals.
- N. Promotes interest and participation in Chapter activities on the part of the membership and local program units.

Legislative

- O. Provides staff support for legislative activities of the Chapter at both the state and national levels.

Education, Conferences, and Meetings

- P. Responsible for facilitating the planning, promotion, and administration of official Chapter meetings.
- Q. Participates in the planning and conducting of workshops, educational programs and conferences related to the interest and purposes of NASW.

Local Program Units

- R. Assists the President in developing liaisons between the Chapter and committees and the local units.
- S. Provides special assistance to leadership of local program units and committees helping to identify possible members and aiding in organization and development of programs.
- T. Visits local program units periodically to learn about their special interests and problems and to become acquainted with local leaders.

III. Working Relationships

A. Internal

- 1. Interacts with Chapter staff and volunteers, Board of Directors, Executive Committee, National Office staff, and Regional Board Representatives.

2. Serves as staff liaison to all committees and provides liaison between the committees and the Board of Directors.

B. External

3. Interacts with state and local governments when necessary.
4. Establishes and maintains contacts with outside associations, social work education programs, organizations, and vendors, which will benefit and promote the interests of the Association.

IV. Minimum Qualifications

A. Knowledge

1. In-depth knowledge of Association policies, procedures, and operations.
2. Knowledge of professional social work issues.
3. Master's degree or equivalent* relevant work experience. Professional degree in social work from a CSWE-accredited school is preferred.

B. Experience

1. Three to five years in administration, management, and policy in addition to educational requirement.
2. Experience in working with volunteer associations.
3. Experience in fiscal management including budgets over \$100,000.
4. Computer literate with knowledge of Quicken, Excel, Microsoft Word, Access and Power Point.

C. Skills and Abilities

1. Demonstrated management and supervisory skills, analytical research skills, communication (both verbal and written) skills, interpersonal skills, computer literacy, and negotiation skills and experience.

V. Dimensions

A. Supervision

1. Supervises staff and volunteers within the Chapter.

B. Financial Scope

1. Prepares budget, monitors expenditures, and reviews and controls Chapter expenses under the direction of the Board of Directors.

C. Reporting Relationships

1. Reports directly to the Board of Directors, through the Chapter President.