



Executive Director Job Description

General Administrative Duties

The Executive Director shall:

- Ensure SDA has a long-range strategy that achieves the mission of the Organization, and toward which it makes consistent and timely progress.
- Provide leadership in developing organizational and financial plans and programs with the Board of Directors and staff, and carry out plans and policies authorized by the Board.
- Promote active and broad participation by volunteers in all areas of the Organization's work.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of the field of surface design.
- Help develop, implement, and accomplish the annual work plan of the Organization, as approved by the Board of Directors.
- Provide timely organizational information to the President of the Board, Executive Committee, Board of Directors, and staff in the creation of policies, programs, and the strategic direction of the Organization.
- Be responsible for administration and communication to the Board of the overall operation of the Organization, including:
 - ✓ The development of organizational and administrative policies and program objectives for Board consideration.
 - ✓ Review and evaluate results of program activities.
 - ✓ Ensure continuing contractual obligations are fulfilled.
 - ✓ Allocate resources for greater program effectiveness and efficiency.

Board of Directors Support

The Executive Director shall:

- Serve on the SDA Board of Directors.
- Serve as ex officio member of the SDA Executive Committee.
- Attend all Board conference calls, meetings and conferences.
- Where necessary, facilitate the completion of projects by SDA committees.
- Draft and periodically review policies, procedures, job descriptions, and by-laws for review and approval by the Board of Directors and the SDA Membership.
- Where necessary, assist new Board members in the acclimation of their positions.
- Coordinate agendas for conference calls and Board meetings with the Board Secretary.
- Contribute to the plan of and attend the semiannual SDA Board meeting.

Staff

The Executive Director shall:

- Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.
- Be responsible for the recruitment, employment, and release of all personnel, including paid staff and volunteers, with the approval of the Executive Committee.

- Be responsible for overall leadership of staff in the development and implementation of short and long range plans and policies and other activities.
- Ensure an effective management team, with appropriate provision for succession.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the Organization.
- Ensure job descriptions are developed, regular performance evaluations are held, and sound human resource practices are in place.
- Advise managers in maintaining an up-to-date web site, topical journal, invigorating digital publications and state-of-the art conference.

Communication

The Executive Director shall:

- Ensure the Board is kept fully informed of the condition of the Organization and all important factors influencing it.
- Establish sound working relationships and cooperative agreements with outside organizations.
- When necessary, represent the programs and points of view of the Organization to agencies, organizations, and the general public.
- Jointly, with the President and Secretary of the Board of Directors, conduct official correspondence of the Organization, and jointly, with designated officers, execute legal documents.
- In collaboration with the Fundraising Committee, research and write corporate/foundation grants to underwrite projects, conferences, and other SDA efforts.
- Oversee the personnel responsible for the designing and printing of brochures, stationery, and renewal cards.
- Update emergency procedures, as necessary, and maintain timely backups of computer files to store offsite.
- Ensure necessary documents are on file and archived and any discarded documents are shredded or securely deleted from the SDA database system.

Budget and Finance

The Executive Director shall:

- Be responsible for the financial management of the Organization, including the development and implementation of the annual budget with cooperation of the Staff, Finance Director and Board of Directors.
- Provide supplementary support in the development and maintenance of sound financial practices.
- Ensure the Organization operates within budget guidelines and follows sound financial practices.
- With the Finance Director, draft personnel and vendor contracts for review and approval by the Executive Committee.
- Ensure contract personnel and vendors adhere to contracts