

# Executive Director Job Description

## Job Purpose

The Executive Director (ED) is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors (BOD).

## Primary Duties and Responsibilities:

The ED performs some or all of the following:

### Leadership

- \* Participate with the BOD in developing a vision and strategic plan to guide the organization
- \* Identify, evaluate, and inform the BOD of internal and external issues that affect the organization
- \* Act as a professional advisor to the BOD on all aspects of the organization's activities
- \* Foster effective team work between the BOD and the ED and between the ED and the staff
- \* Along with the president, act as a spokesman for the organization
- \* Conduct official correspondence on behalf of the BOD and with board input when required
- \* Represent the HCC at other functions benefitting the mission of the organization, including other industry associations, partner organizations and coalitions.

### Operations

- \* Ensure that the operation of the organization meets the expectations of its clients, BOD and members
- \* Responsible for all operational, fiscal and political activities of organization
- \* Draft policies for approval of the BOD and prepare procedures to implement the organizational policies; review existing polices and maintain all policies of the HCC
- \* Develop an operational plan which incorporates and objectives that work towards the strategic direction of the HCC

- \*Ensure that personnel, client, financial and membership files are securely stored and maintained
- \* Overseeing execution of special functions, events, and activities

#### Skills and Abilities

- \*Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations
- \*Knowledge of all federal laws applicable to 501C(6) including; employment laws, human rights, tax laws, and employee benefits.
- \*Knowledge of current community challenges and opportunities relating to the mission of the organization
- \*Knowledge of human resource management
- \*Knowledge of financial management
- \*Knowledge and proficiency of Excel, Word, E-mail, Power Point, website management and various other computer related programs

#### Personal characteristics

- \*Adaptability: Demonstrate a willingness to be flexible in a changing work environment while maintaining effectiveness and efficiency
- \*Behave Ethically: Understand ethical behavior and business practice that aligns with the values of the organization
- \*Build Relationships: establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the HCC
- \*Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- \*Creativity: Develop new unique ways to improve operations of the organizations of the organization and create new opportunities
- \*Client needs: Anticipate, understand and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters

- \*Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance the organizational effectiveness
- \*Leadership: Positively influence others to achieve results that are in the best interest of the HCC
- \*Decision Making: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interest of the HCC
- \*Organization: Set priorities, develop a work schedule, and monitor progress towards goals, and track details, data, information and activities
- \*Plan: Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the results
- \*Problem Solving: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and or resolve the problem
- \*Strategic Thinking: Assess options and actions based on trends and conditions in the environment, and the vision and values of the organization

#### Program Management

- \*Oversee the planning, implementation and evaluation of the organization's programs and services
- \*Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the BOD
- \* Monitor the day-to-day delivery of the programs and services of the HCC to maintain and improve quality
- \*Oversee the planning, implementation, execution and evaluation of special projects

#### Human Resources planning and management

- \*Oversee recruitment, hiring and development of staff to meet the operational needs of HCC
- \*Oversee the implementation of the human resources policies, procedures and practices including the development of the job description for the staff
- \*Establish a positive, healthy and safe work environment in accordance with all appropriate laws and regulations

\*Recruit, interview and select staff that have the right technical and personal capabilities to help further the HCC Mission

\*Ensure that all staff receives an orientation to the HCC and that the appropriate training is provided

\*Implement a performance management process for all staff which includes monitoring the performance of staff on an ongoing basis and conduct an annual performance review

\*Coach and monitor staff as appropriate to improve performance

\* Discipline staff when necessary using appropriate techniques; Release staff when necessary using appropriate and legally defensible procedure

### Financial Planning

Work with staff and the BOD, and treasurer to prepare annual operating and capital budgets

\*Work with the BOD to secure adequate funding for the operation of the HCC

\* Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the HCC

\*Participate in fund raising activities as appropriate

\*Approve expenditures within the authority delegated by the BOD

\*Work with HCC accounting consultant to ensure that sound bookkeeping and accounting procedures are followed

\*Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization

\*Provide the BOD with detailed, regular reports on the revenues and expenditures of the organization

\* Ensure that the organization complies with all legislation covering taxes and withholding payments

### Community Relations and Advocacy

\*Communicate the work of the HCC to all construction businesses, public agencies and private sector groups

\*Establish good working relationships and collaborative arrangements with community groups, politicians and other organizations to help achieve the goals of the organization

- \* Work with government affairs lobbyist to determine strategy and execution on key issues affecting the interest of the HCC membership.

- \* Develop new programs and strategic partnerships

#### Risk Management

- \*Identify and evaluate the risks to the HCC's members, BOD, staff, volunteers, property, finances, goodwill, and image and implement measures to control risks

- \*Ensure that the BOD and the HCC carries appropriate and adequate insurance coverage

- \*Ensure that the BOD and staff understand the terms, conditions and limitations of the insurance coverage

#### Education and Experience

Bachelor's Degree (Master's plus), 5 or more years' experience of progressive management experience in a volunteer association

#### Working Conditions

- \*ED shall work a standard work week, but additionally will work evenings, weekends and all hours required to accommodate such activities as required to meet the expectations of the BOD

- \*In consultation with the Executive Committee, the ED shall have full authority to hire compensate and terminate HCC staff within the framework of the HCC budget, as needed, retain outside consultants for the HCC. Have the right to have prior notice of and to be present at all HCC, its Committees, BOD and the Executive Committee.

- \* ED will be provided a private office

- \*ED will be provided staff assistant

- \*ED will be provided facilities and equipment consistent with the position and adequate for the performance of the above duties