## Executive Director

Description: The Executive Director is the Chief Executive officer of the Eternal Valor Foundation. The Executive Director reports to the Board of Directors, and is responsible for the organization’s consistent achievement of its mission and financial objectives.

### Job Responsibilities:

* Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
* Provide leadership in developing program, organizational and financial plans 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.
* See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
* Publicize the activities of the organization, its programs and goals.
* Establish sound working relationships and cooperative arrangements with community groups and organizations.
* Represent the programs and point of view of the organization to agencies, organizations, and the general public.
* Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
* See that an effective management team, with appropriate provision for succession, is in place.
* Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
* Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.
* Be responsible for developing and maintaining sound financial practices.
* Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
* Ensure that adequate funds are available to permit the organization to carry out its work.

### Experience:

* Education:
  + Minimum (4) year college degree
  + Masters in Business Administration or equivalent (recommended)
* Experience
  + At least five years of middle to upper level management experience.
  + Non-Profit experience (recommended)
* Skills
  + Proficient in Microsoft Office
  + Understanding of web development and employment
  + Experience with social media outlets
  + Experience with Microsoft Outlook
* Competencies
  + Knowledge of leadership and management principles as they relate to non-profit /voluntary organizations.
  + Knowledge of human resources management.
  + Knowledge of financial management.
  + Knowledge of project management.
  + The ability to work co-operatively with others in a team environment, while providing work direction.
  + The ability to maintain neat and accurate records.
  + Ability to work flexible hours as required.
  + Knowledge of work processing.
  + Ability to use e-mail and the internet in a remote, internet based non-profit.

### Salary

$0.00

This is a permanent volunteer position.

### Workload

Candidate should be prepared to dedicate 2-6 hours a week to the Foundation.

### Apply

Submit a resume and cover letter to [volunteer@evfoundation.com](mailto:volunteer@evfoundation.com). A representative will contact you shortly.