

Nonprofit Job Descriptions Samples

Board of Directors

The Board of Directors is responsible for the ongoing operation and success of this organization. Its duties include:

- Establishing and actively supporting our mission
- Working with the Executive Director to ensure we achieve our mission
- Conducting strategic and long-range planning
- Hiring staff and overseeing the Executive Director
- Setting reasonable compensation and benefits for staff
- Conducting an annual outcome-based review of the staff members' performances in light of organizational accomplishments
- Assuming overall responsibility for ensuring that sufficient funds are raised to meet the organization's budgeted objectives
- Reviewing and approving fiscal goals and budget annually
- Establishing policies and reviewing them annually
- Planning for management succession
- Recruiting new Board Members
- Reviewing the Board's performance annually

Board Members

Board Members are expected to:

- Actively participate in overall planning for the organization
- Actively participate in soliciting funds from individuals and corporate donors
- Assist with membership recruitment
- Regularly attend Board meetings, notifying the President in advance of any necessary absences
- Participate in programs as appropriate
- Attend events for the general public
- Serve actively on at least one committee
- Serve as ambassadors for the organization
- Update Annual Conflict of Interest Forms every year, or more often as conflicts arise

Board Members serve three-year terms and may serve up to two consecutive terms.

Time commitment is a minimum of one and one-half hours per month for the Board meeting, plus additional time for any committee meetings and committee work outside of meetings. Additional time may be required for programs.



Executive Director

Office staff members provide support for the Board of Directors and volunteers. All office staff and volunteers must understand the basics of our mission and programs so that they can answer questions accurately.

All office employees must be computer literate and able to type readily. In order to deal well with production staff, artists, and the public, all office employees and volunteers must be able to communicate easily and fluently, both verbally and in writing. No particular certifications or credentials are required.

The Executive Director is responsible for coordinating development activities, overseeing marketing and administrative functions, and performing other duties necessary to the operation of the organization. The Executive Director will ensure that all activities are conducted in a financially responsible and legal fashion.

The Executive Director reports to the President of the Board of Directors, works closely with the Finance Committee, and supervises the Bookkeeper and volunteers.

Tasks to be performed include:

- Coordinating all development activities, including grants
- Building and maintaining relationships with donors
- Working on programs
- Performing administrative and office functions
- Supervising other office staff
- Providing support to the Board of Directors and the Finance Committee
- Representing our organization in the community
- Performing other tasks as assigned or needed

See Office Procedures for more details.

For more information, contact Deborah McAtee at Deborah@magpieconsulting.biz or 406-600-3476.

