



TCVA Executive Director Job Description

The Executive Director's (ED) responsibilities include strategic leadership, operation management, and a focus on community impact. Key responsibilities include developing and executing strategic plans, overseeing finances and fundraising, managing staff and volunteers, and serving as the public face of the organization to stakeholders and the community. The role involves bridging the gap between the board of directors and staff, ensuring the organization's mission is carried out effectively, and maintaining legal and financial compliance.

Key responsibilities

- **Program Oversight:** Oversee program development and execution to ensure the organization is having its intended impact.
- **Strategic Leadership:** Develop and implement the organization's strategic plan, setting long-term goals and ensuring alignment with the mission.
- **Financial Management:** Oversee the budget, manage financial operations, and ensure the organization's fiscal health through effective planning and resource allocation.
- **Fundraising and Resource Development:** Lead fundraising efforts, including grant writing and donor relations, to ensure sufficient resources to meet operational needs.
- **Operations and Staff Management:** Manage day-to-day operations, supervise staff and volunteers, and set a positive organizational culture.
- **Board Relations:** Collaborate closely with the board of directors, report on organizational performance, and help ensure effective governance.
- **Community Relations and Public Relations:** With the President, serve as the primary public representative, building and maintaining relationships with the membership, active duty personnel, and the community at large.

Essential skills and qualifications:

- Strong leadership and management skills
- Excellent strategic planning and execution abilities
- Proven fundraising and financial management experience
- Exceptional communication and public speaking skills
- Experience in community engagement and relationship-building
- Ability to inspire and motivate staff and volunteers
- Knowledge of nonprofit governance, compliance, and best practices