



Executive Director Job Description

We are seeking a self-driven and highly competent Executive Director to lead and influence our organization towards favorable growth, and to design and direct strategies that support and enhance our organizational operations and our mission.

Duties

- managing day to day operations
- providing leadership to all staff
- coordinating volunteers
- establishing business goals
- ensuring tax compliance
- advising the board of directors on strategic and organizational activities
- overseeing and streamlining daily operations
- executing special business projects
- be the liaison between the Board of Directors and the staff

Your exceptional stewardship and strategic planning skills as an executive director will aid our organization in promoting our mission and objectives, maintaining positive relationships with internal and external stakeholders, achieving organizational goals, and maintaining sound financial practices.

The ideal candidate must possess a strong entrepreneurial drive, outstanding communication skills, strong leadership qualities, and good planning and organizational skills. Our executive director should streamline our organizational operations, effectively and efficiently direct operational budgets, improve revenue, direct our business strategy, and enhance relations with internal stakeholders, staff, and community groups.

Executive Director Responsibilities

- Developing and directing organizational strategy.
- Drafting organizational policies and philosophies.
- Overseeing day-to-day business activities.
- Maintaining adequate supply levels or place orders as required
- Conducting performance reviews.
- Preparing comprehensive budgets.
- Reporting on revenue and expenditure.
- Applying for and tracking to grants.
- Engaging with community groups.



St Paul's
Soup Kitchen

- Creating sound business plans.
- Attend Board of Director meetings to present reports on business status

Executive Director Requirements

- Previous experience in a leadership role for a non-profit organization (preference given to candidates with a Bachelors/Masters in Business Administration of comparable field of study).
- Financial management experience.
- Highly organized.
- Highly ethical behavior.
- Effective communicator.
- Motivational skills.
- Understanding of financial practices.
- Successful application and tracking to grants.
- Exceptional interpersonal skills.