
Sample Executive Director Contract

Executive Director: ABC Organization

The Executive Director of ABC is the chief staff officer for the organization. Primary responsibilities are:

- 1) Recruit and manage a locally influential Board of Directors to develop overall strategy and to assure funding and fiduciary responsibility;
- 2) Manage the planning, and direct the implementation and evaluation, of programs to enhance the management effectiveness of local nonprofit organizations including consulting, education and information and referral;
- 3) Provide leadership and management to assure that ABC is well-respected, self-sufficient, and financially secure;
- 4) Represent the organization and its mission to clients, funders, community leaders, and the community at large;
- 5) Manage the organization's infrastructure including planning, finances, use of technology, program development and evaluation, and human resources;

The Executive Director reports to the Board of Directors through the Board Chair and other regular communication channels. The Executive Director is an ex-officio member of the Board and all committees. The Executive Director is evaluated annually through a process jointly developed by the Executive Director and the Board Chair.

Compensation is set at \$_____ annually. Other benefits include paid health and dental insurance, contributions to a regular retirement plan, and xx days vacation annually.

Signed

Executive Director

Board Chair

Date

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