**Executive Director Job Description Template**

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To schedule consulting, use our powerful grant research database, or to reserve meeting/event space in our Behnken Nonprofit Learning Campus, reach out to Mark Atkinson, Nonprofit Connection Director: matkinson@uwnu.org.

Organization Logo

[Organization Name]

[Organization Contact Information]

## Executive Director – Job Description

**Location**: Utah [in-person, hybrid, or remote]  
**Employment Type**: Full-time  
**Reports to**: [Board of Directors]

## Position Summary

The Executive Director (ED) serves as the chief executive of the organization and is responsible for overseeing the administration, programs, and strategic plan of the nonprofit. Other key duties include fundraising, marketing, community engagement, and financial management. The position reports directly to the Board of Directors and plays a critical role in advancing the organization’s mission.

## Key Responsibilities

### Leadership & Strategy

* Provide visionary and strategic leadership to fulfill the organization’s mission and goals.
* Collaborate with the Board of Directors to develop, implement, and evaluate strategic plans.
* Ensure ongoing program excellence, rigorous evaluation, and consistent quality of operations.

### Fundraising & Communications

* Develop and implement fundraising plans to secure financial support from diverse sources (grants, individual donors, foundations, events).
* Serve as the primary spokesperson for the organization, building relationships with stakeholders, partners, and the media.
* Oversee the creation of marketing and communication materials including newsletters, social media, and annual reports.

### Operations & Financial Management

* Develop and manage the annual budget; ensure the organization operates within budget guidelines.
* Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
* Oversee bookkeeping, grant reporting, and fiscal accountability.

### Program Oversight

* Supervise and support program staff and/or volunteers.
* Monitor program effectiveness and make improvements as needed.
* Ensure programs align with the mission and meet the needs of the community served.

### Board Relations

* Work closely with the Board of Directors to ensure effective governance.
* Communicate regularly with the Board, providing timely and accurate information.
* Assist in board development, including recruitment and training of new members.

## Qualifications

* Bachelor’s degree (required); advanced degree or nonprofit management certification preferred.
* 3+ years of experience in nonprofit leadership, program management, or related field.
* Demonstrated success in fundraising and donor relations.
* Strong written and verbal communication skills.
* Knowledge of nonprofit finance, compliance, and Utah-specific nonprofit regulations preferred.
* Ability to work independently, lead a small team, and adapt to changing community needs.

## Compensation

Salary is commensurate with experience.

[Benefits may include insurances, flexible scheduling, professional development support, and paid time off. Specifics to be tailored based on the organization].