

Position Description Executive Director

The Executive Director is the Chief Executive Officer of FAME. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

In program development and administration, the Executive Director will:

1. Assure that the organization has a long-range strategy which achieves its mission, with consistent progress.
2. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the Board.
3. Promote active and broad participation by volunteers in all areas of the organization's work.
4. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
5. Active knowledge of significant developments and trends in missions.
6. Travel domestically and internationally to oversee FAME program opportunities and status.

In communications, the Executive Director will:

1. See that the Board is kept fully informed on the condition of the organization and all important factors influencing it.
2. Publicize the activities of the organization through FAME's communication strategy.
3. Establish sound working relationships and cooperative arrangements with partners, churches and other organizations.

In fundraising and development, the Executive Director will:

1. Lead, along with the Director of Development, in implementing FAME's development strategy to provide funding for operations and programming.
2. Be available for extensive travel to visit FAME supporters – both churches and individuals.

In relations with staff, the Executive Director will:

1. Be responsible for the recruitment, employment, and termination of all personnel, both paid staff and volunteers.
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
3. See that an effective management team, with appropriate provision for succession, is in place.
4. Encourage staff and volunteer development, and assist program staff in relating their specialized work to the total program of the organization.
5. Maintain a culture which attracts, keeps, and motivates a diverse staff of quality people.

In budget and finance, the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices.
2. Work with the staff, finance committee, and the Board in preparing a budget; see that the organization operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.
4. Jointly, with the Executive Committee of the Board of directors, conduct official correspondence of the organization and execute legal documents.

In relationships with mission partners, the Executive Director will:

1. Be available for extensive travel, both domestic and international.