

Washington Central Friends of Education Executive Director Responsibilities and Accountability

The Executive Director is the Chief Executive Officer of Washington Central Friends of Education, Inc (WCFE). The Executive Director reports to the Board of Directors, provides supervision to program staff, 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. Build a strong, working relationship with the Board of Directors. Organize meetings and agendas. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carries out plans and policies authorized by the Board.
3. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
4. Maintain a working knowledge of significant developments and trends in the field.

In communications, the Executive Director will:

1. Ensure 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, its programs and goals through multiple channels.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.

In relations with staff, the Executive Director will:

1. Provide quality professional direction to staff in accordance with the WCFE mission, philosophy and practice, and manage operations efficiently by establishing and maintaining vital relationships.
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
3. Ensure that an effective management team, with appropriate provision for succession, is in place.
4. Maintain a climate that attracts, keeps, and motivates a diverse staff of top-quality people.

In fiscal oversight, the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices.
2. Work with the staff, Treasurer, and the Board in preparing a budget; ensure that the organization operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.