

# **SECO EXECUTIVE DIRECTOR**

## **Function and Responsibilities**

### **Function:**

- To implement the strategic goals and objectives of the organization
- To give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives
- Reports to: Board of Directors, Executive Committee

### **Responsibilities:**

#### **1. Board Administration and Support**

Supports operations and administration of Board by advising and informing Board members; interfacing between Board and members

#### **2. Program, Product and Service Delivery**

Oversees design, marketing, promotion, delivery and quality of programs, products and services

#### **3. Financial, Tax, Risk Management**

Manages organization's resources within those budget guidelines according to current laws and regulations and board directions

#### **4. Community and Public Relations**

Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders

#### **5. Fundraising (nonprofit-specific)**

Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation

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