

# EXECUTIVE DIRECTOR

## Job Description

An executive director sits at the helm of a nonprofit organization, steering it, managing its operations, and carrying out its mission according to the strategic direction of council members. The executive director will lead day-to-day operations, financial management and human resources. They will be responsible for hiring staff, maintaining a relationship with the Council members, and implementing strategies and fundraising goals. They should be a dynamic and charismatic team player who enjoys being the public face of an organization.

## Roles of the Executive Director

- I. Taking lead in preparing the Association's Business Plans for the Strategic growth of UACE.
- II. Providing technical and secretarial support to UACE Council in implementing the Association's Business, including putting in place and implementing pertinent organizational policies and operational procedures.
- III. Providing and promoting innovation at the Secretariat to effectively grow UACE's Business Relevance and Membership.
- IV. Maintaining a consistent organizational culture at the Secretariat in line with UACE's organizational values.
- V. Providing Leadership for the Secretariat staff's proficient performance of the UACE business. In particular, is charged with promoting teamwork, staff motivation, staff competence growth and setting tangible performance targets for the Secretariat staff, including undertaking of objective periodic appraisal of staff performance.
- VI. Preparing annual budgets in line with approved business plans for formal approval of UACE.
- VII. Ensuring compliance with relevant national laws and regulations including local government ordinances.
- VIII. Developing and implementing inventory and cost accounting policies and procedures.
- IX. Reporting on UACE performance against its approved plans and budgets.
- X. Providing effective representation of UACE at partner and other strategic events
- XI. Providing assistance to the Association in recruitment and onboarding.

- XII. Managing calendar as well as associated operations. Other tasks such as booking conference halls, preparing documentation, etc.
- XIII. Organizing and scheduling monthly and annual operations, such as agendas, meetings, logistics, luncheon arrangements, and travel plans.
- XIV. Handling management of major staff meetings and annual events of the organization.
- XV. Providing assistance to lead the Council.
- XVI. Detail-oriented and capable to prioritize various assignments
- XVII. Should be able to maintain calendars for multiple executives in the organization
- XVIII. Coordinate with Council Members when scheduling meetings
- XIX. Manage general administrative activities (Council Members and Future Leaders committee)
- XX. Support and cross-train other Administrators.
- XXI. Provide leadership support
- XXII. Handle phone calls and convey important messages on time, every time.
- XXIII. Maintain confidentiality with crucial data of the organization
- XXIV. Provide support to new recruits with facilities and necessary assets

### **Job Requirements/ Qualifications**

- I. A relevant bachelor's degree in social sciences, business, education, management, office administration, or communication
- II. Proven experience in office management
- III. Strong knowledge of MS Office and basic computer skills
- IV. Experience in preparing cash flow statements, budgeting and expense control
- V. Strong experience in public relations, marketing, and fundraising
- VI. Excellent verbal and written communication skills, and the ability to present ideas clearly
- VII. 2+ years of experience in an admin executive position
- VIII. Advanced level Proficiency in Microsoft Office and other common office software
- IX. Broad understanding of executive administrative practices and processes
- X. Independent and able to work with minimal supervision
- XI. Knowledge of HR policies and procedures can be considered as an advantage.