

Executive Director Job Description

Formal title: Executive Director

Primary duties and responsibilities

- Overall management and the implementation and achievement of the approved board of directors' business/strategic plan.
- Coordinating and fully participating in fundraising efforts that enables the organization to achieve its annual objectives and grow.
- Direction, supervision and evaluation of all employees directly in the chain of command to the office as determined by the board.
- Maintaining effective communication with the board of directors, including organizing and preparing for its meeting and providing informed reports and recommendations.
- Serves as central staff person for timely and effective communication between EI its external partners, organizations it is cooperating with and interested parties.

Minimum educational and professional qualifications

- A bachelor's degree.
- Five or more years senior non-profit management experience.
- Five or more years senior management or equivalent.
- Proven entrepreneurial skills and established networks.

Salary: Starting at \$55,000

Location: Tampa, FL area

Reports to: Evolution Institute Board of Directors

Supervises: Operations Manager, Project Directors, Project Coordinators, Trainers, Social Media and Marketing Coordinator, Editor

Application process: Success candidates must submit cover letter, resume, and three references

Application deadline: February 29, 2020

Diversity Commitment Statement: Evolution Institute is committed to hiring great people from diverse backgrounds, not just because it's the right thing to do, but because it makes our organization stronger. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Criteria for selecting the most qualified candidates: Evolution Institute has three pre-determined selection criteria and the option of adding additional criteria designed specifically for the position.

- **Selection Criteria 1:** Education: Level completed, relevancy and quality.
- **Selection Criteria 2:** Previous Work Experience: Amount, relevancy and quality; organizational skills including the ability to work in a diverse environment, multitask and work under pressure; reliability including good attendance and punctuality.
- **Selection Criteria 3:** Communication: Written, oral and interpersonal.