

Executive Director

The Executive Director is responsible for the day-to-day administration of the XYZ office and activities; maintaining corporate records; overseeing financial, personnel and technology/information systems functions; coordinating events including conventions; and measuring and evaluating success of XYZ efforts/programs. Candidate should have a minimum of five (5) years experience in the operation and management of a non-profit organization or equivalent experience. Candidates should have a proficiency in Microsoft Office programs and databases, specifically Access databases; experience in website management helpful, exceptional organizational skills; excellent verbal and written communication skills; ability to work independently and on several projects simultaneously with frequent interruptions while balancing priorities, and meeting deadlines; strong interpersonal skills; problem solving skills; aptitude for accuracy and attention to detail; professional and pleasant manner; and ability to maintain confidentiality.