Executive Director Job Description
Revised March 2020

Board Governance
Works with the Board to fulfill the Association’s mission and Strategic Framework.

1. Responsible for leading AFA in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
2. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to carry out its governance, financial, oversight, and leadership role and to make informed decisions.
3. Coordinate Board meetings.
4. Serve as an ex-officio member of the Board of Directors.

Financial Management and Fiscal Responsibility
Develops resources sufficient to ensure the financial health of the Association.

5. Responsible for the fiscal integrity of AFA, and to submit to the Association Board a proposed annual budget and monthly financial statements that accurately reflect the financial condition of the Association.
6. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and keeps the Association in a positive financial position.
7. Responsible for developing resources necessary to support AFA’s mission.
8. Develop relationships and maintain regular communication with Association sponsors.
9. Serve as the liaison to the auditor and ex officio member of the Audit Committee.

Association Mission and Strategy
Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning, and outreach throughout higher education.

11. Responsible for the implementation of AFA’s programs that carry out the Association’s mission.
12. Responsible for the implementation of the strategic framework.
13. Develop partnerships with organizations and associations involved in higher education and the interfraternal industry.
14. Responsible for the enhancement of AFA’s image by being active and visible across the industry and by working closely with other fraternal and higher education partners.
15. Serve as the lead spokesperson for the Association and ensure AFA’s mission is properly represented in various venues.
Organization Operations

*Oversees the overall operations of the Association.*

16. Responsible for the hiring and retention of competent, qualified, motivated staff.
17. Provide overall staff direction and supervision.
18. Responsible for the effective administration of AFA and the AFA Foundation operations, including providing ongoing management to ensure the Association and Foundation stay within approved plans and budgets.
19. Responsible for signing all agreements, memoranda, contracts, and other instruments made and entered into and on behalf of the Association and Foundation. Responsible for making sure the Association is in compliance with all legal documents and established operating procedures.
20. Effectively manage the human resources of the Association in a manner that supports a productive, professionally competent workforce in an environment respectful of personal well-being and cultural diversity.

Management of Programs and Member Services

*Oversee the development of cutting edge initiatives, programs and member services.*

21. Ensure program quality and consistency with the Association’s goals and core competencies through ongoing evaluation of all programs and services to determine effectiveness and satisfaction.
22. Oversee the development and coordination of events and new programs, initiatives, conferences, workshops, publications, website, and resources.
23. Oversee volunteer opportunities and the process whereby volunteers are screened, placed, trained, and evaluated.

AFA Foundation Responsibilities

*Works with the AFA Foundation Board to fulfill the foundation’s mission and fundraising goals.*

24. Serve as staff lead to the AFA Foundation Board of Directors and coordinates and leads Association staff who work on Foundation projects to ensure a collaborative and thorough work product.
25. Works with Foundation Chair on matters pertaining to Board governance inclusive of succession planning, recruitment, development, and accountability.
26. Responsible for drafting the annual budget for the AFA Foundation and delivering on the annual financial performance as directed by the Board, as well as regular financial reporting to the Board.
27. Develops an annual fundraising plan, inclusive of direct appeal, major gifts and events, in coordination with the AFA Foundation Executive Committee.
28. Ensures that operations systems of the Association and Foundation are sufficient for the fundraising operation of the Foundation.