[](http://www.ecfa.org/ToolsAndTemplates/Tool_18_Job_Descriptions_TopLeader_BoardChair.pdf)

**Sample CEO Job Description**

Nonprofit organizations exist in all sizes with an emphasis on an array of causes. Regardless of size, or whether the organization’s staff is made up of volunteers or employees, every nonprofit should have one person who is the effective leader that guides the organization.

*The Nonprofit Board Answer Book* expresses agreement with this principle: “Every nonprofit organization should designate one person to function as its operational leader. That person’s title does not have to include the words *chief executive* or *chief executive officer*, but the bylaws and other policy documents should identify which position carries the authority and responsibility to run the organization day-to-day and reports to the board of directors. The following are some reasons why:

* A board needs one point of accountability.
* Staff members need to know where the buck stops.
* Donors need to identify the leader.
* Other external constituents need to know who’s in charge.
* Planning needs a facilitator.
* The organization needs one spokesperson.”[[1]](#footnote-1)

As noted above, it is essential for an organization to have one leader that the board and staff can look to for guidance. Proverbs 11:14 says, “Where there is no guidance, the people fall. But in abundance of counselors, there is victory.” Without an executive to provide counsel and guidance, the organization is more likely to encounter hindrances. However, with a leader in position, an organization is able to flourish and grow, ultimately furthering The Great Commission.

Below is a sample job description of an Executive Director/CEO. The sample is provided as an illustration of broad guidelines for the position and should be tailored to best fit the organization using it.

# CEO

**Summary/Objective**

The CEO is responsible for providing strategic leadership for the ministry by working with the Board and other management to establish long-range goals, strategies, plans and policies.

The CEO is the direct executive representative in the management of the corporation and is responsible for the organization’s consistent achievement of its mission and financial objectives.

# Qualifications

[Tailor qualifications to fit the specific organization’s function and demands of the top leadership position.]

# Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Commit to the organization and its mission and ensure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Follow the highest ethical standards, ensure accountability, and comply with the law.
3. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
4. Implement plans and decide or guide courses of action in operations by staff. Oversee and manage organization programs and projects.
5. Exercise responsible financial stewardship.
6. Determine the financial needs of the organization, submit proposals to donors and maintain the fundraising records.
7. Oversee fundraising planning and implementation, including identifying resources, requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.
8. Manage human resources of organization, including the recruitment, employment, and release of all personnel, both paid staff and volunteers, in conformity with current laws and regulations.
9. Assist in the selection and evaluation of board members.
10. Support and advise the board, making recommendations and engaging the board in planning and the implementation of projects.
11. Build external relationships and serve as an advocate of the organization, in and around the community. Establish sound working relationships and cooperative arrangements with community groups and organizations. Maintain a positive image with the public regarding the nonprofit organization.
12. Ensure that the board is kept fully informed on the condition of the organization and all factors influencing it. Maintain knowledge and update the staff and board of significant developments and trends in the field.
13. Act as an interface between Board and employees, and between the organization and community.

1. BoardSource, *The Nonprofit Board Answer Book: A Practical Guide for Board Members and Chief Executives*, 2d ed. (San Francisco: Jossey-Bass, 2007), 231–32. [↑](#footnote-ref-1)