**CCSS EXECUTIVE DIRECTOR JOB DESCRIPTION**

**2017-18**

**LINE OF RESPONSIBILITY**

The Executive Director shall work with and be operationally responsible to the CCSS Executive Committee, and ultimately to the President of the organization, which provide oversight. The Board of Directors shall review the Executive Director’s compensation on an annual basis. In doing so the Board shall take into account performance, organizational resources and appropriate compensation levels in the market. Compensation increases shall be based upon taking initiative to insure that CCSS functions smoothly and effectively and budget allocations do not fall below the current year’s level.

**EVALUATION**

The Board will conduct an annual performance evaluation per stipulations contained in the organizational By-Laws and Standing Rules. The evaluation will utilize the Executive Director’s accepted work plan, self-evaluation, and feedback in providing an evaluation that endeavors to recognize accomplishments and areas of future growth. The evaluation will be shared with the Executive Director and the full Board.

**DESCRIPTION OF DUTIES**

* 1)  **Governance:** Provides leadership and guidance to CCSS Executive Committee, Board, and Committee chairs on matters relating to organizational mission, policies, practices and programming, including membership retention and expansion, legislative advocacy, institutional partnering, and development of services and resources. Proactively monitors organizational calendar and approved Board (including Committee) motions to anticipate deadlines and tasks to be performed. Follows up with communication to appropriate parties. Works closely with Office Manager to provide oversight of budget and operations. Prepares and presents monthly budget updates for Executive Committee as well as updated budget report for each Board meeting. Works with CCSS President to develop and implement agenda for annual Executive Retreat.
* 2) **Financial:** Oversees creation of the organization’s budget and budget narrative . As needed and requested by Office Manager, meets with accountant to ensure that CCSS transactions and records are with the letter of the law for non-profit status. Oversees fund-raising planning and implementation of fund-raising and partnerships, including identifying resource requirements, researching funding sources, and establishing strategies to approach funders.
* 3)  **Contracts for services** : Effectively negotiates and manages contractual agreements according to authorized policies and procedures that fully conform to current laws and regulations.
* 4)  **Communications:**   Participates in regularly scheduled phone conferences with CCSS Executive Committee, including weekly check-ins with the CCSS President. Attends and participates in four quarterly meetings of Board and Directors and annual Executive Retreat. Responds to requests from the CCSS Executive Committee and CCSS Board of Directors as presented at board meetings, and to the CCSS  President between board meetings. Responds promptly to external queries. Develops and distributes key information in a clear and professional manner, as needed and, when appropriate, as directed by the Executive Committee.  Communicates regularly with key institutional partners.
* 5)  **Conference:** Works with Conference Chair and Committee in developing conference theme and programming plan. Assists with identifying and recruiting conference speakers, sponsors and exhibitors. Provides support to Office Manager in coordinating printed program and other key elements with Conference Committee.
* 6) **Website:** Provides oversight and support to Webmaster in maintaining, populating and improving organizational website. Works with Office Manager to manage communications with and requests from Executive Committee/Board and Webmaster.
* 7) Supports the work of CCSS stipend contractors.
* 8) Maintains confidentiality with the Executive Committee and Office Manager.