

# AEU Executive Director Job Description

## *Overview*

The Executive Director is the Chief Executive Officer of the American Ethical Union. The Executive Director is responsible to and is evaluated by the Board of Directors and works at the direction of the AEU President. The Executive Director is responsible for the implementation and management of board objectives and directives, consistent with the organization's mission and financial objectives.

The American Ethical Union is a humanistic religious and educational movement and is the federation of ethical societies in the United States (see [www.aeu.org](http://www.aeu.org) for more information). The AEU has a small staff and a large task. Job descriptions are a general description of assignments but employees need to be flexible and may be called on to help in a variety of ways that cannot always be anticipated in a job description, including ways that may be proposed by the Executive Director.

## *I. Strategy*

A.) In program development and administration the Executive Director will:

1. Working with the Board, assure that the organization has and uses a long-range strategy that achieves its mission.
2. Provide leadership in achieving organizational mission by developing program, organizational and financial plans with the Board of Directors and the Program Team, and carry out plans and policies authorized by the Board.
3. Enhance support services to individual members and member organizations.
4. Assist the AEU President in promoting active and broad participation by volunteers in all areas of the organization's work.

## *II. Development*

A.) In resource development the Executive Director will:

1. Develop strategies for the acquisition of financial resources.
2. Create and implement an AEU fundraising plan coordinated with the New Society Development Program.
3. Increase the base of AEU support in terms of donors and volunteers.
4. Ensure the development and maintenance of an accurate, comprehensive donor database.

B.) In member development, the Executive Director will work closely with the AEU President to:

1. Develop strategies to involve individual and organizational members
2. Promote effective use of member talents and resources
3. Coordinate networking among members to achieve AEU goals.

## *III. Operations*

A.) In communications the Executive Director will:

1. See that the Board is kept fully informed of all important factors affecting the condition of the organization.
2. Publicize the activities of the organization, its programs and goals.
3. Foster the establishment of sound working relationships and cooperative arrangements among member organizations.
4. Represent the programs and point of view of the organization to members, agencies, organizations, and the general public.

B.) In relations with staff the Executive Director will:

1. Be responsible for the recruitment, employment, and release of all paid personnel in accordance with established procedures.
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.

3. Assist the AEU President with the recruitment and training of volunteers, in accordance with established procedures.
4. Assist in the recruitment and orientation of the New Society Development Team and other development leadership.

C.) In budget and finance the Executive Director will:

1. Work with Treasurer, Finance Committee and Board in preparing a budget.
2. See that the organization operates within budget guidelines.
3. Implement methods and procedures to enhance professionalization of national office.

#### *Conditions of Employment*

Nominal workweek is 40 hours weekdays including evening and weekend work, with more extended hours as required including availability for occasional evening and/or weekend committee teleconferences

Some travel required

Paid vacation, sick and holiday leave

Health insurance, retirement plan, FICA

Workers compensation, unemployment insurance

#### *Qualifications*

Minimum of five years experience working in a nonprofit organization, including supervising paid and volunteer staff and working with a volunteer president and Board of Directors.

Bachelor's degree (Master's preferred)

Successful experience raising money and managing fundraising programs

Background in ethical culture desirable

#### *Knowledge, Skills, and Abilities*

Working knowledge of nonprofit fiscal management, including fund accounting, budgeting, and grant writing.  
Demonstrated ability in written and oral communications and interpersonal relations

Proven ability to develop and execute a strategic plan

Proven ability to operate in a collegial environment

Demonstrated conceptual skills and problem solving capabilities

Proven ability to think "outside the box"

Knowledge of development database systems

Computer skills (Windows, Word, Excel, etc.)

#### *Personal Characteristics*

A leader who can articulate a vision and motivate people to act with a shared vision

A style that is at once decisive and direct as well as collegial and approachable

An accessible, supportive, and flexible individual

A "hands on" approach to work combined with a passion for results

A good listener who inspires confidence and trust and is open to ideas of others

An excellent manager who respects and supports the capabilities and independence of staff and volunteer leadership

A person with unimpeachable integrity, a good sense of humor, and a high level of energy

Enthusiastic commitment to the mission of the AEU and its growth and development

Send, fax, or e-mail resume with cover letter and one (1) page writing sample to American Ethical Union, 2 West 64<sup>th</sup> Street, New York NY 10023, (212)362-0850, [email: office @ aeu.org] no later than April 7, 2006.  
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