

Standard Title: **EXECUTIVE DIRECTOR**

Principal Administrative Position Exemption

- ***General Function Statement***

Provide administrative leadership and oversight to a major function or program with multiple reporting components within or in collaboration with a University or campus. May be responsible for university-wide functions and may be responsible in addition for directing activities of affiliated organizations, partnerships, state or federal programs in collaboration with a campus or university.

- ***Organization Relationship***

Campus/University or Administrator and/or Organization Board of Directors
Executive Director
Directors
Associate/Assistant Directors
Professional Staff (Coordinator/Specialists/Managers/Analysts)
Technical, Clerical Support Staff.

- ***Typical Responsibilities***

1. Provide executive leadership to develop and administer a comprehensive program and activities to fulfill the role of the office, function, or organization.
2. Interface with Board of Directors and Advisory committees to direct collaborative efforts between other institutions, organizations or projects and programs affiliated with a campus or University. Chair and convene committees and provide leadership and support to Boards of Directors and advisory groups.
3. Ensure provisions of contractual agreements between campus/university and relevant outside programs or organizations.
4. Oversee financial management, including control of the budget and allocation of resources. Budgets may be large and include major federal or state grants or private funds.
5. Formulate, establish and implement administrative policies applicable to the organizations, or those applicable campus or University-wide.
6. Provide professional expertise and leadership.
7. Provide management reports, analyses, data and information for administrative purposes.
8. Direct the staffing by overseeing recruitment, training, and management of work assigned to professionals and support staff.