

## Executive Director Sample Job Description and Agreement

This Executive Director's Agreement is made and entered into and between the **National Alliance of Black School Educators, Inc.**, a non-profit corporation (hereinafter referred to as "NABSE") and \_\_\_\_\_, Executive Director.

### RECITAL

\_\_\_\_\_ has served in various capacities in the education field, and through such experience has acquired special skills, abilities and knowledge regarding public education, educational policy and leadership, and the Client's business in which it is engaged. NOW, THEREFORE, in consideration of the above recital and of the mutual promises and conditions in this Agreement, it is agreed as follows:

### AGREEMENTS

1. **Engagement.** NABSE shall retain the services of the \_\_\_\_\_ to serve as the client's Executive Director, and \_\_\_\_\_ agrees to be retained as its Executive Director for the term and under the conditions set forth in this Agreement.
2. **Term of Agreement.** The term of this Agreement shall be from January 1, 2024 to December 31, 2026.
3. **Compensation.** As compensation for the services to be performed hereunder, \_\_\_\_\_ shall receive a yearly salary of \_\_\_\_\_. Said salary shall be paid twice per month in the amount of \$ \_\_\_\_\_. The Executive Director shall present his invoice to the treasurer of NABSE on the 1<sup>st</sup> and 15<sup>th</sup> of each month.
4. **Position.** \_\_\_\_\_ shall be the Executive Director for NABSE with full power and authority to manage and conduct all the business of NABSE, subject to review by the NABSE Board of Directors. A full description of duties and responsibilities of consultant is set forth in section 8 below. The Executive Director shall not, however, take any of the following actions on behalf of NABSE without the prior approval of the Executive Committee of the Board of Directors:
  - A. Borrow or obtain credit in any amount or execute any guaranty.
  - B. Expend funds for capital equipment in excess of budgeted expenditures for any calendar month.
  - C. Execute any contract or make any commitment for the purchase or sale of Client's assets in excess of five hundred dollars (\$500,00) per month.
  - D. Execute any lease of real or personal property; and
  - E. Exercise any discretionary authority over the management of any Consultant welfare or pension benefit plan or arrange the disposition of assets of any plan.
5. **Qualifications for Executive Director.** The following are qualifications desired but are not

limited to:

- A.** MBA or Master's equivalent
- B.** Ability to clearly articulate one's thoughts.
- C.** In depth knowledge of how NABSE operates
- D.** Top of the line problem solving abilities
- E.** Great critical thinking skills
- F.** In depth knowledge of the market NABSE operates in
- G.** Has exceptional public speaking skills
- H.** Ability to create a strategic plan
- I.** Ability to fairly critique staff
- J.** Ability to remain hyper focused.

6. **Extent of Services.** The Executive Director shall diligently and conscientiously devote his time, attention and energies to NABSE's business and shall not, during the term of employment under this Agreement, pursue or be actively engaged in any other business activity which adversely affects his ability to optimally perform his duties or presents conflicts of interest. The Executive Director understands and agrees that his position entails certain responsibilities which might require him to work in excess of forty (40) hours per week. The hours worked in excess of forty (40) shall not be compensated by NABSE.

7. **Access.** It is understood that the Executive Director's principal office is in \_\_\_\_\_.

8. **Expenses.** In recognition that the Executive Director will incur expenses for work performed pursuant to this agreement, NABSE shall reimburse the Executive Director for any such expenses. The Executive Director shall provide documentation to substantiate his claims for reimbursement on the last day of each month. The Executive Director shall deliver his claims to the treasurer of NABSE.

9. **Duties.** Under the general direction of the NABSE Board of Directors, the Executive Director shall be responsible for the operation and the general management of NABSE's activities, programs and services. His specific duties and responsibilities shall include but are not limited to the following:

- a. Give directions and leadership to the formulation and achievement of the NABSE's philosophy, mission, and its annual goals and objectives.
- b. Exhibit strong leadership skills by working with the NABSE Board of Directors and staff to develop and implement policies, procedures, and long-range strategic plans. Must be able to listen to all sides and engage in conflict resolution when needed.
- c. Oversee administrative, financial and program operations, and all personnel matters (design of staff organizational structure, hiring and firing responsibilities, etc.)
- d. Assist the Treasurer with the preparation of the NABSE's annual budget and, following Board approval, administer the annual budget. The Executive Director must oversee the financial management of NABSE.
- e. Ensures continuously updating the Website and the management system with special attention to the membership portal, sponsors lists and outstanding invoices. Quarterly written reports shall be given to the Board of Directors.
- f. Pursue and incorporate additional revenue sources through a variety of fundraising mechanisms, consistent with the mission statement of the organization. Include in the Executive Director's monthly report to the Board of Directors fundraising results.
- g. Provide leadership to manage the efforts of site staff to ensure maximum efficiency.
- h. Keep informed of trends, issues, events, and developments within the education field through professional peer contacts, conference attendance, etc.
- i. Build alignment through clear communication and leverage all

channels to communicate NABSE's vision, mission, and value proposition.

- j. On a monthly basis, report to the NABSE Board of Directors staff changes, donor information, and ongoing fund-raising campaign details.
- k. Plan and prepare board meetings, meeting structure, and meeting agenda in coordination with the Board's chair.
- l. Keep tabs on all internal controls to ensure the organization complies with its fiduciary duties, financial plans, financial audits, and tax filing.
- m. The Executive Director shall oversee NABSE's implementation and adoption of technology solutions that maximize productivity and streamline process.

**10. Termination.** This Agreement may be terminated by mutual agreement with a sixty (60) day written notice by either party,

**11. Governing Law.** This Agreement shall be construed in accordance with the applicable laws of the District of Columbia.

12. **Waiver.** Waiver by NABSE of any breach of the Executive Director shall not operate or be construed as a continuing waiver or as a waiver of any subsequent breach of the Executive Director.

13. **Entire Agreement: Modification.** This Agreement constitutes the entire agreement and understanding between the parties regarding the subject matter addresses herein. No modification or extensions of this Agreement shall be effective unless in writing and signed by the parties hereto, excepting therefrom the areas of discretion reserved by NABSE as set forth herein.

DATE: \_\_\_\_\_, 2024 BY \_\_\_\_\_

For  
NATIONAL ALLIANCE OF BLACK  
School Educators

DATE \_\_\_\_\_, 2024 BY \_\_\_\_\_