

Position Description

Executive Director Cannon Valley Elder Collegium

The Executive Director of the Cannon Valley Elder Collegium (CVEC) reports to the Board and is responsible for the organization's consistent achievement of its mission and financial objectives. More specifically, the Executive Director has the following duties:

Program development and administration

1. Provide leadership within the Board and management staff in discussions of program development, organizational details, and financial matters and then carry out plans and policies authorized by the Board.
2. Promote broad participation by volunteers in all areas of CVEC's work.
3. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
4. Ensure that the CVEC has a Board-approved long-range strategy which is consistent with its mission and toward which the Board makes steady and timely progress.
5. Keep informed of and knowledgeable about significant developments and trends in lifelong learning throughout Minnesota and beyond, sharing these ideas with both the Board and CVEC membership.

Communications

1. See that the Board is kept fully informed about the well-being of the organization and all relevant factors that affect it.
2. Work with the Publicity Committee to publicize the activities of the organization, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and points of view of CVEC to agencies, organizations, and the general public.

Relations with management staff

1. Recruit, maintain and supervise an effective staff management team. If changes become necessary, seek approval from the Board.

2. Ensure that job descriptions are developed, upgraded as necessary, and that regular performance evaluations are held.
3. Practice interpersonal skills that promote a healthy working relationship with the Board, the management staff, and CVEC membership.

Budget and finance

1. Ensure that CVEC develops appropriate fiscal policies and maintains sound financial practices.
2. Work with the management staff and the Finance Committee to present an annual budget to the Board for its approval.
3. Provide leadership in fund-raising to ensure that adequate funds are available.
4. Acknowledge gifts and contributions in a timely manner.

Curriculum

1. Work with Curriculum Director and Curriculum Committee to identify faculty and the courses to be offered each term.
2. When necessary, assist in procuring space and establishing schedules for classes.