

## EXECUTIVE DIRECTOR OF HANDMADE IN AMERICA

The Executive Director is directly responsible for the effective and efficient management of HandMade in America, Inc. The Executive Director provides primary executive leadership, working with the board of directors to implement the vision of the organization. The Executive Director is responsible for working with the Chairman and committee chairs of the organization to direct the team of board members, staff, committee members and individual volunteers towards producing desired results.

Specific duties and responsibilities include:

- Ensure that the day to day administration of HandMade in America produces desired outcomes;
- Ensure that the projects of HandMade in America produce desired outcomes;
- Be a catalyst for new programmatic ideas, creative partnerships and cutting-edge processes and prototypes;
- Provide professional, executive guidance and direction for the organization. Alert the board to issues, and ensure that all officers, board members and committee chairs have the assistance required to perform volunteer activities;
- Ensure that adequate short-term strategies are in place (i.e., staff and committee work plans) and continuous long-range planning is a hallmark of the organization. Assist the board in analyzing choices and making decisions based on an adequate planning process;
- Ensure that the organization has adequate systems, knowledge, and expertise to attract private and public sector funding, grants from foundations and earned income;
- Manage the staff of HandMade and work with the board and committee chairs to ensure an adequate volunteer pool for the organization;
- Work with the treasurer and financial leadership of the organization to ensure accurate financial record keeping and financial analysis;
- Ensure that the organization is well represented in the media and other public forums, serves as the primary liaison with media representatives and the conduit for external relationships with HandMade's numerous partners. Serves as the spokesperson at the local, state and national levels.
- Build partnerships and coalitions with organizations and agencies that would benefit from an association with HandMade. Determine the appropriate link between government, business, education and the cultural community.