

FFA Executive Director Job Description

1. Administrative

- a. Correspondence – mail and email
- b. Banking
 - i. Pay bills
 - ii. Balance account
 - iii. Keep receipt files
- c. Accounting
 - i. Work with Auditor on financial reports, audit, 990
 - ii. Maintain Quickbooks accounting
 - iii. Reconcile investment and bank statements, enter in QB
 - iv. Create annual budget; provide P&L and Balance reports to Treasurer
 - v. Request fund transfers when needed, and for grants
- d. Do Payroll
- e. Manage Insurances
- f. Manage subscriptions and memberships
- g. Attend to time-sensitive issues including state registration, IRS payments, workers comp audit...
- h. Keep website updated
- i. Manage archives and files
- j. Maintain updated Operations Manual
- k. Purchase supplies
- l. Ensure compliance with legal/tax requirements

2. Grantmaking

- a. Seek grant opportunities
- b. Do site visits; get to know grantee partners, build relationships
- c. Schedule and conduct conversations with potential and current grantee partners (before, mid-year, as needed)
- d. Track paperwork (applications, reports)
- e. Write and track grant agreements
- f. Maintain spreadsheets of grants
- g. Authorize payments
- h. Read all letters of intent and proposals, discern recommendations
- i. Read and summarize reports
- j. Post everything to board website
- k. Network with other grant makers
- l. Advise grantee partners, connect with resources and each other

3. Board support

- a. Schedule meetings, set up Zoom, reservations, food
- b. Create agenda with President; suggest topics
- c. Create ED report including activities since last report and grantee report summaries
- d. Provide support to board and committees
- e. Write/review minutes
- f. Distribute relevant materials on grants and grantmaking, educate board members

- g. Maintain board handbook (includes policies)
 - h. Seek potential board members, assist with orientation
 - i. Maintain open communication with President
 - j. Collaborate with board on identifying mission, vision, values, priorities, principles, annual organizational goals
 - k. Write annual self-evaluation; include personal goals (progress and newly identified)
 - l. Fully understand and practice Quaker process
4. Aging and Philanthropy fields
- a. Subscribe to and read online blogs and newsletters in the fields
 - b. Attend related conferences and workshops
 - c. Learn about best practices and “hot issues”
 - d. Build relationships with membership organizations and other funders
 - e. Build familiarity and relationships with Quaker organizations providing services to aging adults
5. Be open to new leadings, developments, priorities, understanding of the field(s) as discerned by ED and board