

STROK SUPPORT ASSOCIATION

Executive Director Job Description

This position reports to the Stroke Support Association Board President, and works closely with the Support Group Administrator.

1. Attend all Association Board of Directors' meetings.
2. Submit an Executive Director's Progress Report to Board members prior to each meeting.
3. Assisted by the Support Group Administrator, organize and coordinate the annual (Fall) fundraiser letter campaign, including tracking on of donation responses.
4. Send Association thank-you letters, in a timely manner, to all who contribute.
5. Collaborate with the Fund Development/Grant Committee in establishing annual fund development plans and goals.
6. Attend at least two weekly support group meetings each three-month session.
7. Participate with the Board of Directors and Strategic Planning Committee in developing and carrying out the Association's mission, vision, values and strategic plan.
8. Collaborate with the Board and the Finance Committee in the preparation of an annual budget.
9. Collaborate with Board Treasurer to ensure all Association tax records are filed as per tax law.
10. File Statement of Information each even-numbered year to State of California (due every even-numbered year beginning five months before and through month of April).
11. Ensure Association's umbrella insurance policy is paid.
12. Ensure Association representation at local stroke-related health fairs and community events, including but not limited to: Orange County Stroke Awareness Picnic, Long Beach Women's Heart & Stroke Seminar, and Weingart Senior Health Fair.
13. Establish, maintain, and utilize relationships with organizations throughout the stroke community to enhance the Association's visibility and mission. These include but are not limited to: Long Beach Non-Profit Partnership; California State University Long Beach regarding Association volunteer needs.
14. Collaborate with the Board of Directors in deciding upon grant and non-grant fundraising ideas.
15. Collaborate with Board Treasurer in preparing financial report to grant makers.
16. Collaborate with the Marketing Committee to ensure press releases are issued to local newspapers and that the Association's electronic sites publicize support group meetings and special events.
17. Collaborate with the Policy and Procedures Committee in developing and delineating Association policies and procedures.

Revision: March 19, 2018