ROLE DESCRIPTION

TITLE: EXECUTIVE DIRECTOR  
STATUS: Exempt, Full-Time  
REPORTS: Board of Directors  
DEPARTMENT: Ethics & Boundaries Assessment Services, LLC  
DATE: (EBAS) November 2015

GENERAL PURPOSE:

The Executive Director is the Chief Operating Officer and senior staff member of the corporation. This person is responsible for the sales and marketing of the EBAS Examinations.

The Executive Director is also responsible for seeing that the policies and goals set by the Board of Directors of the organization, either personally or by delegation, are implemented and met. The Executive Director serves as the communications link between the staff and the EBAS Board of Directors and reports through the President of the Board.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Sales Executive Duties:

A. As a Sales Executive, perform all required actions to bring sales opportunities to closure.
B. Pursues business opportunities by identifying potential customers, such as regulatory/disciplinary agencies, evaluating their position, needs, and requirements, and researching and analyzing sales options and solutions.
C. Sells EBAS Essay Examination products by establishing contact, and developing relationships, with regulatory/disciplinary agencies and other organizations.
D. Builds and maintains relationships with potential clients by providing information, and guidance; researching and recommending new opportunities and solutions; recommending logistical and service improvements, etc.
E. Identifies product improvements or new products by remaining current on regulatory environments. Stays current on testing industry trends, market and legal activities.
F. Prepares reports by collecting, analyzing, and summarizing information.
G. Maintains quality service by establishing and enforcing organization standards.
H. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
I. Contributes to team effort by accomplishing related results as needed.
Executive Director Administrative Function

A. Actively market the EBAS Examination program to the diverse spectrum of regulatory/disciplinary agencies and other organizations. Prepare proposals for presentations including all marketing materials. Participate and oversee all pre- and post-marketing events using multi-media approaches.

B. Oversees all aspects of application processing, and answers questions related to EBAS.

C. Supervise grading activities including Grader Calibration Webinars and post-exam review panels. Review graders’ comments and essays if necessary.

D. Develop and supervise Agency Orientation Workshops.

E. Manage financial records and prepare of annual budgets:
   1. Prepare relevant reports and proposals for Board of Directors.
   2. In preparation of annual budget, collaborate across all accounts that impact the areas of responsibility and be held accountable for the budget.
   3. Implement projects and programs to contribute to the physical and financial growth of the organization.

F. Interact with a variety of regulatory agencies and cultivate professional working relationships with each. Attend and participate in meetings and conferences as the official representative of EBAS. This requires travel to any meetings approximately 10-12 times a year.

G. Implement and coordinate goals, objectives and policies of the Board of Directors. Meet periodically with the Board of Directors, Executive Committee and/or President to make reports and receive direction for the accomplishment of these goals and objectives.

H. Recruit, hire and supervise staff /consultants.
I. Negotiate contracts with legal counsel, consultants, and any other business necessities as needed or as directed by the Board of Directors.

J. Responsible for all other duties as assigned by the BOD.

K. Review and update this role description as job duties change or as requested.

JOB QUALIFICATIONS:

Knowledge, Skills and Abilities
Possess a general knowledge of the regulatory/licensing professions and their disciplinary agencies/boards. Understand "Board" organizations and how they are composed and function.
Possess an understanding of such governmental programs and systems - particularly state and national bodies.

Excellent management skills and sales acumen, including effective verbal and written communication skills (with ability to design/format marketing materials), people skills, and financial acuity. Possess ability to deal with sensitive personnel and business related confidential material.

Educational or Formal Training

Bachelors in testing, management and business administration. Relevant experience will be considered.

Experience

Five years’ experience in broad-based management as administrative head of an organization/entity preferable. Experience may include governmental (regulatory) institutional administration or other type organization that has a Board of Directors. Experience at all levels of operation with an emphasis in sales and marketing. Financial and administrative acumen required. Public speaking, and presentation skills a must.

Material and Equipment Directly Used

This person must have demonstrated proficiency with general office equipment.

Working Environment/Physical Activities

EBAS Headquarters encompasses a general corporate office environment. General Office duties are the norm with minimal lifting, stooping, and bending. Must be able to travel on behalf of the Board and Board projects. Exhibits physical stamina; however, physical demands may be tailored.

Job Description Approved by:

Dr. Donna Craft, Board President Date

I have received a copy of this job description and had an opportunity to ask questions regarding its content. I understand that I will be held accountable for all duties of this job and all the other duties as assigned by management personnel.

Employee Name Signature Date

Initials