

[NAME OF ORGANIZATION]

[Position Title]

Position Description

Mission Statement of Organization

One-sentence description of the position: *“The [position title] is responsible for . . . “*

Essential Functions:

[List the 4 or 5 overarching responsibilities, e.g.

1. Leads [Name of Organization]’s xxx efforts
2. Oversees xxx
3. Responsible for the implementation of xxx
4. Primary liaison to xxx.]

Specific Responsibilities:

1. [List the activities the staff person will engage in and be responsible for. Be complete but concise, keeping in mind that most employees think of their job description as a road map and the organization’s primary statement of its expectations for them.]
2. . . .
3. . . .
4. . . .
5. . . .

. . . [Final] Perform, direct or report on projects and assignments as requested. [This gives the organization the flexibility to add addition responsibilities when warranted.

The [Position Title] reports to the [Supervisor’s Title] and is based at [office location] [or “works from his or her home office].

Abilities, Skills, Qualifications

1. [Degree(s) required, duration and kinds of experience expected (may include expectation of “progressively responsible management of . . . “), and general knowledge (e.g. “familiarity with land trust conservation tools,” “proficiency in Microsoft Office programs,” “experience in managing small nonprofits.”)]
2. Track record of successful [specific tasks, e.g. fundraising, teambuilding, management of conservation projects, that you want your candidate to have *before* s/he begins working for you].
3. [Values and/or attributes important to your organization, e.g. “proven commitment to staff and volunteer development. experience in recruiting, supervising, motivating and working with a diverse team”].

4. [Innate skills and or personality characteristics, i.e. “Outstanding communication skills and ability to be a strong spokesperson and relationship builder.”]
5. [Continue skills, personality traits, e.g “Excellent people skills and an ability to work with committees, colleagues and others” and those listed below.
 - proven organizational skills and ability to juggle multiple priorities
 - ability to reach out to and work with diverse constituencies
 - technical expertise in . . .
 - comfort with and facility in public speaking
6. [Expectations re: flexibility, e.g. “Availability to work evenings and weekends, as required.”]
7. [Required licenses, certifications, if any, e.g. valid driver’s license; notary public]

Benefits, Work Schedule and Salary

The position is a full-time, year round, exempt [or non-exempt]¹ position. As a full-time employee, the [Position Title] is eligible for benefits provided by [Organization]. [Add any special requirements such as frequent travel, night/weekend meetings, etc. Starting salary is dependent upon qualifications and experience.

About the Organization

[Optional—you can add more about the organization here if you want.]

To apply please send a cover letter with resume to:

[Contact]

[Org name & address]

Email: [contact email]

[Organization name] is an equal opportunity employer.

[Date job description developed or posted]

¹ See https://www.dol.gov/whd/overtime/fs17a_overview.pdf for the U.S. Department of Labor definition of “exempt” and “non-exempt.” Executive directors and management-level positions are generally exempt; administrative are not.