

**Job Description for Executive Director of
DMC Entrepreneurial Center:**

Employee shall be the general manager and executive director for with full power and authority to manage and conduct all of the business of Employer, subject to review by the Board of Directors.

Employee shall not, however, take any of the following actions on behalf of Employer without the prior approval of the Board of Directors:

- A. Borrow or obtain credit in any amount or execute any guaranty;
- B. Expend funds for capital equipment in excess of budgeted expenditures.
- C. Execute any contract or make any commitment for the purchase or sale of Employer's assets in excess of three thousand dollars (\$3,000.00) per month;
- D. Execute any lease of real or personal property other than those necessary to fill available space in the e-center; and
- E. Exercise any discretionary authority over the management of any employee welfare or pension benefit plan, or arrange the disposition of assets of any such plan.

Under the general direction of the Board of Directors, the Executive Director shall be responsible for the operation and the general management of activities and services. Specific duties and responsibilities shall include the following:

- A. Give direction and leadership to the formulation and achievement of the organization's philosophy, mission, and its annual goals and objectives.
- B. Work with the Board of Directors and staff to develop and implement policies, procedures, and long-range strategic plans.
- C. Oversee administrative, financial and program operations, and all personnel matters (design of

staff organizational structure, hiring and firing responsibilities, etc.).

D. Prepare and, following Board approval, administer the annual budget.

E. Negotiate and ensure compliance with contracts.

F. Manage the overall operation of facilities and equipment.

G. Establish and oversee training programs.

H. Pursue and incorporate additional revenue sources through a variety of fundraising mechanisms, consistent with the mission statement of the organization.

I. Maintain a close working relationship with representatives of The City of Decatur, The Morgan County Commission, the DMC Chamber of Commerce, and the community.

J. Keep informed of trends, issues, events and developments through professional peer contacts, conference attendance, etc.

K. Develop and coordinate an active volunteer program.