



NordBridge America

Executive Director Duties

Leading with Vision. Serving with Integrity.

Purpose

The Executive Director (Chief Executive Officer) is responsible for providing strategic leadership, advancing the mission of NordBridge America, and ensuring effective management of the organization's programs, finances, personnel, partnerships, and operations.

Leadership Responsibilities

Provide strategic direction; implement board-approved goals; cultivate a positive organizational culture; supervise senior leadership; represent NordBridge America publicly.

Governance

Work closely with the Board of Directors; provide reports and recommendations; support policy implementation; ensure legal and ethical compliance.

Financial Oversight

Develop budgets, oversee financial controls, safeguard organizational assets, support audits, and ensure responsible stewardship of donations and grant funds.

Program Oversight

Guide program development, evaluate effectiveness, maintain quality standards, and promote innovation aligned with the mission.

Partnerships & Fundraising

Build relationships with donors, corporate partners, foundations, government agencies, and community organizations; support fundraising and grant development.

Human Resources

Support recruitment, professional development, performance management, and compliance with personnel policies.

Compliance

Ensure compliance with applicable federal, state, local, IRS, grant, and organizational requirements.

Annual Performance

Participate in an annual performance evaluation conducted by the Board of Directors.

Executive Director Acknowledgement

I acknowledge that I have received, read, and understand the Executive Director Duties and Responsibilities. I agree to perform my responsibilities in accordance with the mission, policies, and ethical standards of NordBridge America.

Printed Name: _____

Signature: _____

Date: _____

Board Chair Signature: _____

Date: _____