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## Position Description

### **Administrative Director**

#### Responsibilities

The Administrative Director leads the Administrative Team, which is responsible for all operational aspects of the organization. The Administrative Director organizes, manages, oversees and evaluates the Administrative Team, which has the following areas of responsibility:

- Financial planning and management
- Human resources and professional development
- Quality systems and accreditation
- Communication, information systems and office environment
- Public relations, membership and outreach

As a member of the Management Team, the Administrative Director provides management support and participates in decision making, strategic planning and organizational development. The Administrative Director reports to and supports the Executive Director in implementing the organization's strategic goals.

#### Qualifications

The Administrative Director must be dedicated to supporting the operational needs of the organization, its staff and members. The Administrative Director must have the ability to inspire and lead personnel to perform to the best of their ability and provide the highest quality service to members and clients while managing the human and financial resources of the organization.

- Graduate degree or equivalent work experience
- Excellent organizational, communication and writing skills
- Business and financial management experience
- Well-developed marketing and fund raising abilities
- Self-motivated, creative and open-minded
- Organized and detail-oriented
- Flexible, able to multi-task and work under pressure
- Familiar with the organic industry and movement
- Enthusiastic and dedicated to the needs of the organization, staff and clients
- Understands and supports the organization's mission and goals
- Good leadership and team-building skills
- Understanding of nonprofit financial management requirements