



Executive Director Job Description

The following is a description and terms of the job:

1. The Executive Director is paid as an independent contractor, and should report the income on his/her taxes. Nothing is withheld by RUF.
 2. While this is subject to the directives of the Board of Directors, no specific hours are required at this time. Payment is for job performance, not time spent, although this will be substantial.
 3. The Executive Director will assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress. The Executive Director will provide leadership in developing fundraising programs with the Board of Directors and staff, and carry out plans and policies authorized by the board.
 4. The Executive Director is in charge of organizing, planning and scheduling all RUF campaign drives held including coordination with area businesses for fundraising presentations focusing on direct community outreach as well as industry/corporate campaigns. The Executive Director shall present all plans to the Board of Directors for their approval. The Executive Director will oversee the additional special events deemed necessary to reach the campaign's goal. The Executive director works closely with the Board of Directors in delegating campaign jobs, and following through to see them to completion.
 5. The Executive Director may assist with publicity regarding meetings and the campaign drive and will compose copy and arrange all drafts of letters needed by various workers in the campaign.
 6. The Executive Director may assist with preparation and management of RUF board literature, the website and of all correspondence regarding official RUF business.
 7. The Executive Director will act as the local organization's representative.
 8. The Executive Director shall provide information of the general business and operation of the organization to the board. Managing the conduct of day-to-day activities of the RUF office and paid staff, including scheduling of board meetings and agency meetings.
 9. The Executive Director is responsible for the distribution and receipt of allocation forms from our nine member agencies.
 10. The Executive Director shall not meet one-on-one with any agency representative to conduct agency business without a board member being present.
 11. The Executive Director will ensure compliance with state laws and regulations, including filing of necessary paperwork for federal and state tax forms and business entity forms, to maintain status as a 501c3 non-profit organization. This may be done, with board approval of an Independent Tax Accountant, three months prior to year-end. Reports shall be submitted to the board verifying timely filing. Copies of all tax forms should be maintained in the Rush County United Fund office.
 12. The Executive Director will assist in aligning RUF activities with the mission of the organization and within the terms of the by-laws.
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13. The Executive Director shall purchase any materials needed to assist with and complete the roles and responsibilities of the job. The Executive Director shall present receipts to the Treasurer for consideration of reimbursement. Two members of the Executive Board must approve reimbursements provided to the Executive Director. The Organization shall reimburse the Executive Director payment of approved expenses within 15 days of receiving documentation or receipts of expenses incurred. Any expense to exceed \$200 must be approved in writing in advance of purchase or the Executive Director shall not be entitled to said reimbursements.

Term & Termination

The term of this Agreement shall commence on the Approved Date set forth on the last page.

If and when any one of the following events occurs, then, and in addition to any other remedy or remedies available to the Organization, the Job Agreement shall be immediately and automatically terminated (unless otherwise decided by the board of directors of the Organization), and the Organization shall not be under any further obligation to the Executive Director:

1. The Executive Director commits any breach and/or repeated and/or continual breach of any of Executive Director's obligations under Agreement;
 2. The Executive Director has made any representation or warranty made that is untrue or incorrect;
 3. The Executive Director breaches, is in breach of, or has breached any covenant in the by-laws;
 4. The Executive Director fails to attend any two-consecutive Organization meetings consecutively;
 5. The Executive Director is or becomes prohibited by any law, regulation, rule, practice direction, or practice rule from taking up the loses the qualifications to act as Executive Director;
 6. The Executive Director is or becomes unable to perform his duties under this Agreement due to health reasons, disability, or being of unsound mind;
 7. The Executive Director is guilty of any serious misconduct or serious neglect in the discharge of the Executive Director's duties;
 8. The Executive Director's actions or omissions bring the name or reputation of the Organization, or any of Organization's affiliates, subsidiaries, or parent (each a "Group Member") into serious disrepute or prejudices the business interests of the Organization or any Group Member;
 9. The Executive Director is sued for criminal liability or convicted of any criminal offence other than an offence which in the reasonable opinion of the board of directors of the Organization does not affect the Executive Director's position as a director (bearing in mind the nature of the duties in which the Executive Director is engaged and the capacities in which the Executive Director is engaged); or
 10. The Executive Director is sued, fined, penalized, or censured for alleged or actual violation of any securities law or regulation in the United States or elsewhere.
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Rush County United Fund

PO Box 65
Rushville, IN 46173

The Executive Director should not:

1. Be a voting member of the Board of Directors.
2. Assume a public leadership role that supersedes the elected officers.
3. Set operational policies other than those related to fund-raising.
4. Answer for, or interpret decisions, of the Board.

Revised and approved by the Board of Directors, February 26, 2020.
