

JOB DESCRIPTION GUIDELINES

The effectiveness of any nonprofit relies primarily on the strength of its people and the diverse talents and assets they bring to the organization. Whether your nonprofit is a one-wonder organization or has layers of staff to drive its performance and operations, job descriptions can set the tone for the individual's effectiveness and success in carry out your Mission on a day-to-day operational level whether they are Officers, administrative staff, clerical, professional or unskilled roles.

Although job descriptions should be tailored to the specific operational needs of your particular nonprofit and define precise functions, all job descriptions should include:

- 1. How the Role Supports the Organization's Mission and Purpose:** Detail how the particular job relates to the overall organization and its Mission.
- 2. Clarify Job Expectations:** List any and all functions or skills required to perform the job effectively, including appropriate goals, objectives, and quantifiable or qualitative performance measures.
- 3. Underscore the Importance of a DonorCentric Approach:** The level and quality of engagement with donors should be specified for each position, emphasizing the organization's donorcentric culture.
- 4. Ensure Understanding and Adherence to Organizational Policies:** Explain how the job functions should be conducted so they abide by all organizational policies, existing or implemented in future.
- 5. Monitor and Strengthen Programs and Services:** Define the ways in which the position will impact program or service delivery.
- 6. Ensure Legal and Ethical Integrity:** No part of the job performance should compromise the legal standards and ethical norms established by the Board, organizational leadership or external entities.
- 7. Enhance the Organization's Public Reputation:** All job functions should positively promote the organization's Mission and objectives while presenting a positive image and impact to the public.
- 8. Promote and Advance Good Donor Stewardship:** Articulate the relevant aspects of job functions necessary to integrate a donorcentric approach.
- 9. Define Relationship of Role to Board, Leadership, Donors and Program Participants:** All positions are interrelated to the organization's stakeholders so clearly detail the role and its relationships to key parties or entities.