

LOGO

Job Title: [Insert Job Title]

Company Name: [Insert Company Name]

Status: [Full Time/Part Time, Exempt/Non-Exempt]

Reports to: [Insert Reporting Authority]

Supervisory Role: [List Positions Supervised, if applicable]

Company Summary

[Insert a marketing piece about the company and position. Include the company purpose, mission, vision, values and why someone would want to work here.]

Job Summary

[Insert a description for marketing purposes that provides a brief summary of the role, including key responsibilities, outcomes, and a description of the impact this role will have on whomever it will impact, and what growth opportunities are available in the role.]

Essential Duties and Responsibilities

Responsibility #1

Outcome	Needs Significant Improvement	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional
	[Define criteria]	[Define criteria]	[Define criteria]	[Define criteria]	[Define criteria]

Responsibility #2

Outcome	Needs Significant Improvement	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional
	[Define criteria]	[Define criteria]	[Define criteria]	[Define criteria]	[Define criteria]

Responsibility #3

Outcome	Needs Significant Improvement	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional
	[Define criteria]	[Define criteria]	[Define criteria]	[Define criteria]	[Define criteria]

Behavioral Requirements

Behavior	Needs Significant Improvement	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional
	[Define criteria]	[Define criteria]	[Define criteria]	[Define criteria]	[Define criteria]

Key Skills and Competencies

- Skill 1
- Skill 2
- Skill 3

Position Requirements and Recommendations

- Bachelor's degree in [Relevant Field] or equivalent experience (advanced degree or certification preferred).
- Minimum of [X] years of progressively responsible leadership experience.
- Experience in [fundraising, strategic planning, financial management, or other relevant areas].
- Proficiency in technology and social media tools as they relate to the role.

Physical Factors/Working Conditions

- [Indoor office environment/Remote work options]
- [Travel requirements, if any]
- [Lifting requirements, if applicable]
- [Non-regular hours or weekend work expectations]

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Salary Range & Benefits

- Salary: [\$XX,XXX - \$XX,XXX] commensurate with experience
- Benefits: [Medical, dental, retirement plans, paid time off, etc.]

How to Apply

Please send your resume and cover letter to:

[Insert Contact Information]

Or email to: [Insert Email Address]

****Application Deadline:**** [Insert Date]