

SAMPLE KEY ACCOUNTABILITIES

Following is a broad description of general program/business line accountabilities. This framework reflects those accountabilities that are generally performed by key senior leadership staff. Program-specific responsibilities will be accounted for in a job description.

KEY ACCOUNTABILITY	EXECUTIVE DIRECTOR	FUNDRAISING/PROGRAM MANAGER
OVERALL ACCOUNTABILITY STATEMENT	<ul style="list-style-type: none"> ✚ Provide effective leadership and management to staff and volunteers in achieving organizational goals 	<ul style="list-style-type: none"> ✚ Provide effective management and direction to staff and/ or volunteers in achieving program goals
FUNDRAISING/ PROGRAM DEVELOPMENT	<ul style="list-style-type: none"> ✚ Lead and facilitate the annual team/unit planning process ✚ Solicit and consolidate team/departmental contributions ✚ Ensure realistic operational and targets are set ✚ Align and evaluate opportunities for growth, incorporating targets where feasible 	<ul style="list-style-type: none"> ✚ Lead discussions to encourage and solicit stakeholder perspectives relative to the annual planning process ✚ Provide peer counterparts with insight (i.e. opportunities, issues, constraints) to the development of the annual plan and future annual plans ✚ Identify, investigate and implement growth opportunities
FUNDRAISING/ PROGRAM MANAGEMENT	<ul style="list-style-type: none"> ✚ Meet and/or surpass annual targets by executing the annual plan ✚ Promote and represent the 	<ul style="list-style-type: none"> ✚ Be a strong voice/ambassador of the organization's goals, both amongst internal and external contacts

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	<p>organization to achieve maximum awareness level</p> <ul style="list-style-type: none"> + Maximize expense to revenue ratio by effectively deploying resources + Establish and maintain plans, budgets, systems and resources to manage and monitor organizational progress + Oversee all operational activities 	<ul style="list-style-type: none"> + Be a source of objective and timely counsel to internal and external contacts + Establish and maintain plans, budgets, systems and resources to manage and monitor regional progress
<p>FUNDRAISING/ PROGRAM DELIVERY & EXECUTION</p>	<ul style="list-style-type: none"> + Deliver and execute against established budget and plans + Ensure appropriate contingency measures are created and are easily assembled 	<ul style="list-style-type: none"> + Endorse and actively support the annual plan, participating in implementation where required + Assemble and deploy appropriate resources to enable implementation
<p>PEOPLE/ RELATIONSHIP MANAGEMENT</p>	<ul style="list-style-type: none"> + Attract, lead and develop an appropriate mix of staff and/or volunteers + Establish, nurture and maintain internal and external relationships and partnerships necessary to meet organizational goals and objectives 	<ul style="list-style-type: none"> + Attract, direct and develop an appropriate mix of staff and/or volunteers + Establish, nurture and maintain internal and external relationships and partnerships necessary to meet program goals and objectives

