**JOB DESCRIPTION**

TITLE: Executive Director - Ohio Counseling Association ( OCA )  
  
REPORTS TO: OCA President  
  
The Ohio Counseling Association has an opening beginning on May 1, 2014 for an independent contractor to provide administrative and management services for the operation of the 1000 plus member association. The independent contractor will provide consultant services with the association officers and the executive council.

It is estimated that the duties of this position will require, on average, a 10 hour a week commitment. A monthly salary will be provided through an annual contract for the duties of this position. Salary range is 15,000 – 21,000 annually, based on experience. Residence in Ohio and/or central Ohio is preferred, but not required. Bachelor’s degree required. Professional degree in counseling from a CACREP-accredited program is preferred.

**DUTIES AND RESPONSIBILITIES**:

**I. Major Functions**

Acts as Chief Executive, accountable to the Executive Council through the Branch President. Recommends and participates in formulation of policies and makes decisions within existing policies as approved by the Executive Council. Plans, organizes, directs, and coordinates Branch programs, and activities to ensure that objectives are attained, plans are fulfilled, and members’ needs are met. Maintains effective internal and external relationships through management, leadership, and communication, to achieve economical, productive performance, forward-looking programming, and constructive growth of the Branch.

**II. Basic Duties and Responsibilities**

Within the limits of the bylaws, policies, and the American Counseling Association’s standards for Branches, the Executive Director is responsible for and has authority to accomplish the duties set forth below.

**Administrative and Management**

A. Ensures that the Executive Committee and officers are kept fully informed of the conditions and operations of the Branch and of all important factors influencing it. Attends all meetings of the Executive Council (approximately 5 a year; 2 are phone meetings).

B. Recommends, for the approval of the Executive Council, basic policies and programs that will further the objectives of the Branch. Develops and administers, for purposes of day-to-day operations, specific policies, procedures, and programs to implement the general policies established by the Executive Council.

C. Implements decisions of the Executive Council not delegated to committees, units, or volunteers.

D. Maintains the association's membership database, the association CEU provider status, negotiated contracts, and the association’s liability insurance.

# Financial Management

A. Plans and manages the Branch budget, coordinating with the Board Finance Committee and the Treasurer. Administers Branch funds under the direction of the President and Treasurer in accordance with National and Branch fiscal policies.

B. Is responsible for submitting all required reports to the National Office, including the annual report and audit.

C. Obtains Fiscal accountability reports from all branches and chapters in order to complete annual tax documents.

**Communications**

A. Maintains effective relationships with the National ACA Office and keeps the Executive Council and Branch members and volunteers informed of materials and policies from the National Office.

B. Plans and executes communications to the general membership that includes an annual report, newsletters, news releases, and so forth.

**Marketing**

1. Provides support to the planning, organizing, and directing of membership recruitment and retention programs, evaluates results, and recommends policies, procedures, and actions required to achieve membership goals.
2. Promotes interest and participation in Branch activities on the part of the membership and local program units.

# Education, Conventions, and Meetings

A. Responsible for facilitating the planning, promotion, and administration of official Branch meetings and association sponsored events.

**III. Working Relationships**

## A. Internal

1. Interacts with Branch volunteers, Executive Council, and Regional Board Representatives.

2. Serves as liaison to all committees and provides liaison between the committees and the Executive Council.

**B. External**

3. Interacts with state and local governments when necessary.

4. Establishes and maintains contacts with outside associations, counselor education programs, organizations, and vendors, which will benefit and promote the interests of the Association.

**IV. Minimum Work Requirements**

**A. Knowledge**

1. In-depth knowledge of Association policies, procedures, and operations.

2. Knowledge of professional counseling issues.

3. Bachelor’s degree required. Professional degree in counseling from a CACREP-accredited program is preferred.

**B. Experience**

1. Experience in administration, management, and policy development roles required.

2. Experience in working with volunteer/non-profit associations preferred.

**C. Skills and Abilities**

1. Demonstrated management and supervisory skills, analytical research skills, communication (both verbal and written) skills, interpersonal skills, and negotiation skills and experience.

**VI. Dimensions**

**A. Supervision**

1. Supervises volunteers within the Branch.

**B. Financial Scope**

1. Prepares budget, monitors expenditures, and reviews and controls Branch expenses under the direction of the Executive Council.

**C. Reporting Relationships**

1. Reports directly to the Executive Council, through the Branch President.