

Executive Director Job Responsibilities:

- ❑ Aligned with the goals, values and mission of the CPA.
- ❑ Ensure the CPA is a diverse, inclusive and transparent organization.
- ❑ Communicate on a weekly basis with the CPA Board & Committee Leads
- ❑ Work with the Finance Committee to develop yearly budget, accounting policies, procedures, and operational reporting and metrics.
- ❑ Work with the Fundraising Committee to develop strategies, goals, implementation and trends that allow for the actualization of the yearly strategic planning goals
- ❑ Work with the board to develop objectives and organizational goals of the CPA
- ❑ Work with the board to implement the strategic plans from the yearly strategic planning meetings
- ❑ Provide a bi-weekly brief progress and action items report to the CPA Board Finance Report, including Fundraising, Social Media, Public Relations & Communication Strategy, Media reports related to CPA, Membership, Human Resources ie Board, Advisory, Staff, & Volunteers, Webinars, and Web Development
- ❑ Manage and delegate appropriate tasks to CPA volunteers.
- ❑ Manage and delegate appropriate tasks to CPA employees
- ❑ Liaise with various Committees to ensure they are on track as follows:
 - Social Media Committee to stay on point in all out facing communication platforms.
 - Human Resources Committee to optimize diverse staff, volunteers and proactive plans for needs and filling future gaps.
 - Human Resources Committee to provide career coaching, growth, and professional development for the whole CPA Team.
 - Webinar Committee to provide continuous quality content for our members and friends.
 - Web Development Committee to ensure resources and ongoing content creation.
 - Education Committee to create a roadmap for future offerings (conferences, education, outreach, collaboration with allies).
 - Outreach Committee to create opportunities for networking, psychedelic societies, allies, psychedelic organizations, etc.
 - Activism, Decrim Nature Committee.
- ❑ Manage or delegate the yearly strategic planning gathering.
- ❑ Arrange quarterly meetings with the Advisory Board (agenda, date setting in advance)
- ❑ Arrange 4 volunteer appreciation web meetings a year.

Executive Director Qualifications / Skills:

- Aligned with the values & mission of the CPA
- Demonstrated leadership and management skills
- Demonstrated capabilities in setting and achieving fundraising goals
- Able to provide leadership that is effective, flexible and co-creative
- Collaborative
- Creative problem-solving skills
- Technically savvy
- Ability to multitask
- Takes initiative
- Works independently
- Enthusiastic
- Dynamic
- Flexible

Proposed Salary \$60,000 - \$80,000 depending on skill set.

To apply: email us at hello@psychedelicassociation.net with your resume and an introduction letter/email.