



Job Description - Assistant Executive Director

The position is full-time. The Assistant serves in support of the Executive Director. The Assistant is expected to assist the Executive Director in a wide range of activities, including but not limited to those described below.

GENERAL and ADMINISTRATIVE

- Assist the Executive Director in providing outreach to and serve as ombudsman to subscribers
- Assist with state association sponsor activities and relationship development
- Meet with senior representative of the Management Company on a regular basis to be kept up to date on all areas impacting the operation of NYSIR
- Collaborate with and meet with staff members of the Management Company who perform services for the NYSIR account as appropriate
- Represent NYSIR with appropriate management company personnel in any meeting with regulators and rating agencies, service providers, or other organizations
- Assist the Executive Director in seeking out relevant and appropriate opportunities whereby NYSIR and/or NYSIF can expand the level and types of services provided to its subscribers
- Review and recommend donation requests, promotes the donation program to subscribers
- Assist the Executive Director in evaluation of contract services
- Negotiate or participate in negotiations on behalf of the Executive Director for specified contract services
- Assist the Executive Director in reviewing and adopting new technology creating efficiency in operations for subscribers and the Board of Directors
- Travel, as necessary

FINANCE

- Assist with development of annual budget - review spending with committee chairs and perform research on new initiatives assigned by the Executive Director

BOARD POUCY, RECORDS and DEVELOPMENT

- Develop and implement new board member training.
- Assists with design and development of board in-service development program
- Develop and maintain Board handbooks and other training materials
- Assist with recruitment of potential new board members
- Assists with development of agenda for Board meetings and supporting reports and recommendations



Job Description - Assistant Executive Director

MARKETING

- Assist Executive Director in developing activities with professional associations serving school districts; provide support to the marketing director
- Coordinate conference attendance, presentations, events and dinners
- Develop exhibit presentation materials and event plans with marketing director
- Represent NYSIR before associations, regional meetings, and local school Boards as needed
- Coordinate activities with Management Company staff where marketing and representation duties overlap or are complementary
- Assist the Executive Director in the development of publications, advertisements, and promotions
- Participate with Management Company on selection of NYSIR certified representatives
- Plan and coordinate subscriber luncheons
- Guide and direct NYSIR Website Committee