

JOB DESCRIPTION

TITLE: Executive Director **EXEMPT**

REPORTS TO: President

FUNCTION: Serves as the Chief Staff Officer under the direction of the President and the Board of Directors. Has the full authority and responsibility for managing the Society, its headquarters, and all programs within the established guidelines. Is responsible for all administrative and program responsibilities outlined below as well as all other duties required.

DUTIES AND RESPONSIBILITIES:

1. Oversee Annual Conference Activities
 - a. Supervise planning and marketing
 - b. Oversee/participate in on-site management

2. Serve as liaison to selected committees: advise chair, attend meeting, prepare reports
 - a. Board of Directors
 - b. Executive Director Evaluation
 - c. Nominating (Officer)
 - d. Legislative (Federal)
 - e. Other groups as necessary

3. Assist with complaints process as needed

4. Oversee customer service activities of staff
 - a. Phone/fax/mail/email

5. Complete oversight of association Branding
 - a. Direct consultants on projects
 - b. Research & Data Activities
 - c. Other activities as necessary

6. Oversee all financial activities
 - a. Prepare and monitor annual budget w/Director of Finance
 - b. Review accounting reports and monthly financials
 - c. Manage long/short-term investments w/Director of Finance
 - d. Assist auditor as needed
 - e. Assist Treasurer as needed
 - f. Assist Director of Finance & Administration/HR as needed

7. Assist/Oversee Society's Legislative Activities
 - a. Serve as key HQ contact for Society

8. Manage human resource activities
 - a. Oversee employee evaluation program w/Dir. of HR
 - b. Establish and maintain compensation & benefits program w/Dir. of HR
 - c. Enforce employee policy manual

- d. Supervision of Directors (Assistant E.D., Finance & Admin/HR, Marketing, Chapter Relations and Communications), and other staff as needed.
 - e. Staff training issues
 - f. Employment activities (descriptions, interviews, hiring)
9. Assist leadership in carrying out the Society's mission
 - a. Oversee strategic plan facilitation & implementation
 - b. Assist President & President-Elect as requested
 - c. Leadership training programs/opportunities
 - d. Committee/board structuring and operations
 - e. Monitor and enforce the Society's policies and procedures
 - f. Prepare management reports for the Board
 - g. Assist legal counsel as necessary
 10. Membership Programs
 - a. Review/input Membership Newsletter
 - b. Review/input Annual Report
 - c. Review/input all other communication items as necessary
 - d. Input/oversight of Society marketing activities
 11. Membership Issues
 - a. Assist with Recruitment & Retention Programs
 12. Manage long-term administrative/office management needs
 - a. Headquarter Building issues (w/Dir. of Fulfillment & Ops.)
 - b. Complete monthly timesheets
 - c. Attend staff & director meetings, manage agenda
 13. Maintain association management skills
 14. Assist in Society's Public Relations Program
 - a. Serve as Society spokesperson (media interviews)
 - b. Work with PR Firm and Committee
 15. Chapter Development & Relations
 - a. Assist where necessary
 16. Work on other management activities as needed
 17. Federal Lobbying Activities
 18. Manage PAC

SKILLS:

- Previous management experience with fiscal accountability required
- Demonstrates effective negotiation and collaboration skills
- Maintains professional and positive demeanor
- Works within the standards of ethical business practice
- Demonstrates excellent oral and written communication skills
- Shows evidence of support of the policies and mission