



# JOB DESCRIPTION

**Position Title:** EXECUTIVE DIRECTOR

**Reports To:** Board of Directors

**Basic Function:** Responsible for defining and articulating a vision for the organization and directing all aspects of operational management to achieve strategic goals.

**Duties:**

- Define the mission, vision and strategic objectives of the organization
- Develop and Implement a Plan of Work to accomplish the goals of the Strategic Plan.
- Direct the establishment of financial budgets and ensure adherence to budget guidelines & objectives.
- Coordinate, execute and/or supervise all functions related to providing services to members and affiliate organizations.
- Proven sales and/or fundraising experience.
- Formulate, new revenue-producing programs and services and direct their development and implementation.
- Provide direction and guide the performance of staff.
- Direct staff resources in developing and implementing Plans of Work
- Develop and implement events, programs, etc. that will promote a positive image of the organization to its publics and encourage member networking.
- Promote a core philosophy of member service and responsiveness to member needs.
- Promote and maintain relationships with key publics, including customers, industry partners and organizations, government agencies, educational institutions, media representatives, vendors, client organizations, etc.
- Comply with the By-Laws and policies of the organization and ensure compliance by others.
- Represent the organization at public and industry functions.
- Perform related duties as required.

**Salary:** Commensurate with experience

**Requirement:** Bachelors degree in a related field from an accredited College or University; and/or five years of job experience in association management. Minimum three to five years of management experience with demonstrated organizational, operational and leadership experience. Must be computer literate with excellent written and verbal communication skills.