

Executive Director

The Executive Director ensures the management and leadership of XYZ in a manner consistent with the Association's stated vision, mission, and goals and objectives; supports the Board of Trustees and the House of Delegates; builds and maintains effective external relationships; is responsible for the annual budget and for appropriate fiscal management; provides leadership in choosing which tasks to undertake to achieve the goals and objectives; and assigns priorities to those tasks. The Executive Director is the principal agent of the Board of Trustees and elective officers.

Job Requirements

Education, training, experience:

To be considered for the position, the candidate should have an advanced degree of relevant experience in the field; a working knowledge of and experience with strategic planning; strong conceptual and analytical skills; excellent verbal and interpersonal skills to build and maintain productive relationships; strong understanding of, and experience with, management information systems and technology; significant public speaking experience; and demonstrated administrative management expertise and proven leadership qualities and excellent written communication skills.

The position requires both in and out-of-state travel, as well as some weekend and evening work. Salary is commensurate with qualifications and experience.