

Executive Director

The XYZ Board of Directors is seeking an Executive Director. Completed applications are due XYZ. The person selected will be expected to assume the position on XYZ, and to be located in the XYZ offices in XYZ.

The Executive Director serves as chief executive officer of the Association to:

- Guide Strategic Plan, tied to mission and vision, with commitment to purpose, analysis, and action.
- Direct the day-to-day activities of its operation.
- Develop, present, and maintain budget and sound Association fiscal processes.
- Recommend and participate in the formulation of new policies.
- Make decisions within existing policies as approved by the Board of Directors, working closely with the XYZ President and Executive Board.
- Plan, organize, direct, and coordinate staff, programs and activities of the Association to achieve its goals and meet members' needs statewide.
- Promote public policy development to strengthen the association.
- Maintain effective internal and external relationships.
- Achieve economical, productive performance, forward looking programming, and constructive growth of the Association.

Job Requirements

Education, training, experience:

- Master's Plus 60 degree in related field
- Demonstrated enthusiasm for the association and for supporting the needs of active association members
- Understanding of and ability to respond to members' legal and administrative issues
- Excellent oral and written communication skills
- Technology savvy, with demonstrated knowledge of current technologies and vision to leverage resources and build capacity
- Demonstrated ability to work collaboratively with members, staff, broader community
- Ability to articulate and lead to achieve the vision and entrepreneurial goals of the Association
- Experience with Legislative processes and lobbying