

## **JOB DESCRIPTION – EXECUTIVE DIRECTOR**

**30 hour per week position**

### **Qualifications**

- High School diploma required. Bachelor's Degree in business preferred
- Preferred experience in:
  - Business related work
  - Nonprofit organization
  - Member-based organization
  - Fundraising and events management
  - Community involvement
- Proficiency with Microsoft Office and QuickBooks
- Reliable transportation to attend functions, events and/or meetings

### **Essential Job Responsibilities**

- Membership retention and growth
- Administration & Finance (Monitor income and expenditures)
- Event Coordination & Development
- Community Liaison
- Public Relations & Marketing

### **Characteristics**

- Organizational Skills
- Interpersonal Skills
- Professionalism
- Communication Skills
- Decision Making and Judgment

### **Physical Requirements**

- Must be able to spend the majority of his/her day walking, sitting, standing and/or driving.
- May be regularly required to travel to off-site locations that may not be barrier-free.
- Must be able to type on a computer keyboard and operate other office equipment.
- Occasional lifting of boxes and other supplies up to 30 lbs from floor level to above the head level