



EXECUTIVE DIRECTOR

SUMMARY: Oversee all aspects of the operation, staffing, financial oversight and budgeting, and contract administration for an association that represents the interests of workforce development professionals. Interact with and represent the interests of the board members, serve as chief liaison to state and federal government agencies and partner organizations.

QUALIFICATIONS:

- BA/BS Degree in Education, Business Management or related field
- Three to five years as chief administrator or director in a similar environment
- Excellent verbal, written and public speaking communication skills
- Knowledge of and experience in workforce development programs
- Understanding of state and federal government operations
- Progressive leadership ability and consensus management
- Experience in budget development and fiscal management
- Proven record of successful meeting and event planning

ESSENTIAL FUNCTIONS:

- Oversees all aspects of small non-profit association including, but not limited to, administrative, financial and human resources.
- Plans, implements, administers and evaluates programs that provide services to Association members and are attractive to potential members.
- Assesses member needs and coordinates resources to enhance existing programs.
- Serves as liaison between members and state/federal agencies on applicable issues, grants, requests for information and problem resolution; serve as Government Affairs representative.
- Writes and manages grants to develop new funding sources; fiscal agent responsible for annual budget revenues and expenses.
- Prepares and administers program budgets, with administrative oversight.
- Analyzes policies and procedures to improve program efficiency and effectiveness.
- Oversees event planning, implementation and execution for annual conference and assorted educational events throughout fiscal year.
- Attends and actively participates in Board Meetings including the Policy Council and Operations Council; maintains good Board and Member relations.
- Ensures adherence to federal, state and local laws, rules and regulations.
- Maintains working relationships with community agencies and organizations.
- Monitors budget expenditures.
- Develops programs to create awareness of service availability.