

JOB DESCRIPTION

EDANJ EXECUTIVE DIRECTOR

The position is comprised of a leadership and advocacy role for the industry and requires timely completion of the tasks associated with managing a membership organization.

Term: One year, renewable annually at the discretion of the Board.

Scope of Services:

A. Administrative

1. Maintains post office box/ mailing address for Association. Makes regular mail pick up and sends mail to each appropriate officer.
2. Maintains membership list and produces a membership directory annually. Sends, accepts and registers new membership applications.
3. Invoices annual dues, receives and deposits payments and provides records to the appropriate officer(s). Emails the initial invoice and one (1) follow-up notice.
4. Follows up on membership inquiries with contact and emailing of membership information. Builds and maintains member prospect list.
5. Compiles, edits and produces two (2) newsletters per year with articles by members.
6. Creates or revises Association brochure and membership application, as necessary.
7. Provides on-going information to webmaster in order to maintain the web page and directory (calendar information, press releases, member activities, etc)
8. Emails all meeting notices, handles all responses, provides the attendance list to the secretary and deposits any payments received by mail.
9. Attends all member and executive board meetings.
10. Maintains membership records, to include email and fax lists.
11. Handles all data entry services.
12. Designs quarterly meeting notice for email distribution.
13. Acts as liaison with hotels or other meeting hosts to make necessary arrangements for membership meetings and special events.
14. Assists with membership-promotion materials and campaign as needed.
15. Produces membership report for board meetings or as requested.
16. Completes other reasonable executive tasks as requested by the Board.

B. Management

1. Executes membership meetings via input from the Board (the Board dictates the topic and arranges for speaker but the ED completes all other logistics).
2. Takes a leadership role and represents the organization at board approved functions for the purpose of membership solicitation.
3. Coordinates activities where possible with sister organizations (NAIOP, CORENET, NEDA, TriState, etc) in an effort to build relationships and develop new members.
4. Assists the board in the development of a five-year strategic plan with a focus on adding value to the organization and its membership.
5. Assists in the solicitation of sponsors for events.
6. Provides public relations for events, meetings and significant member activities (press releases, communication with affiliate organizations, etc.)

No Employment Created: The Executive Director is not an employee of the Association, but instead is an independent contractor. You will receive a 1099 form for purposes of tax withholding. No health or other benefits are provided.