

Girdwood 2020 JOB DESCRIPTION

Title: Executive Director

Reports To: Board of Directors / Board Co-Chairs

Status: Salaried / Half Time / Year Round

Salary and Benefits: Yearly salary of \$24,000 with 2 weeks paid leave annually, accrued bi-weekly.

General Function

Under the direction of the Girdwood 2020 Board Co-Chairs and Board of Directors, the executive director is an executive level position, attending to day to day operations of Girdwood 2020, and acting in the capacity of the professional level leader and public face of the organization. The position is critical to board management and organization, public relations and fundraising activities.

Major Activities (Typical Duties/Responsibilities)

Board Meeting Coordination: The Executive Director, in conjunction with board co-chairs is responsible for planning board meetings, preparation of agenda and determining quorum before the meeting.

Financial management/budgets: Work with the Finance Committee and Treasurer to prepare and administer the organization's budget.

Fundraising: Responsible for fundraising activities for the organization, including the two annual fundraisers and activities outside of these. Includes review of current fundraising efforts and creative planning for new and different activities.

Organization Representative: As appropriate, the Executive Director will represent 2020 at meetings and public appearances.

Coordinate the Girdwood 2020 Annual Meeting, Banquet and Fundraiser: The Executive Director is the lead on the Annual Meeting, Banquet and Fundraiser, assisting the Banquet Committee in planning, organization and execution of the event that ensures success.

Coordinate Girdwood 2020 Annual Golf Tournament: The Executive Director is the lead on the Annual Golf Tournament, assisting the Golf Committee to assist with planning, organization and execution of the Annual Golf Tournament held in August or September of each year.

Administrative and support functions include but not limited to:

- Responsible for filing reports to the appropriate regulatory authorities, including but not limited to quarterly and yearly payroll filings / W2s / monthly payroll tax deposits, required lobbying reports, and coordination of IRS form 990.
- Work closely with the organization's lobbyist in coordination of updates, activities and meetings with elected officials.
- Management of the Girdwood 2020 gaming permit.
- Maintain membership database, assisting with member contacts and mailings, member recruiting as requested, and assist with soliciting membership contributions.
- Maintain updated rosters for board of directors and committees.
- Communications activities, including social media management (Facebook, Instagram, and Twitter), website maintenance, updates and communications with media outlets.
- Accounting for funds and purchasing as requested; coordination with the executive committee and treasurer in their responsibilities for deposits, check writing, and bill paying.
- As requested, coordinate and assist with other special events and meetings (in addition to the annual meeting and golf tournament).
- Attend board meetings, responsible for drafting meeting minutes for the Secretary's review.
- Work closely with established committees, assisting the groups with meeting coordination, task completion and attending committee meetings as needed.

Skills/Abilities

- Ability to work among a diverse group of stakeholders and communicate effectively with them
- Excellent writing and communication skills
- Familiarity with marketing tools, advertising, social media, and basic web design
- Self-starter with the ability to complete tasks correctly and in a timely manner with minimal oversight
- Basic organizational management and financial management skills
- Knowledge and understanding of the legislative process at the local, state and national level