



## **EXECUTIVE DIRECTOR**

### **Position Description**

#### **GENERAL STATEMENT OF RESPONSIBILITIES**

The executive director is responsible for the management and execution of association business, as directed by the Board of Directors. These responsibilities include, but are not limited to:

#### **GENERAL ADMINISTRATION**

- Manage and maintain the official ORPA office and address.
- Carryout strategic and annual work plan as approved by the board of directors.
- Maintain and upgrade, as needed, all office technology to serve membership needs with quality and efficiency.
- Secure legal and financial assistance services as necessary.
- Maintain appropriate insurance coverage for the association and its activities.
- Solicit and cultivate partnerships, sponsorships and alternative revenue opportunities in keeping with ORPA goals.
- Supervise staff, volunteers and/or contracted services

#### **BOARD OF DIRECTORS**

- Prepare and distribute notices, agendas and minutes of all regular and special board meetings; attend all meetings.
- Maintain permanent files of all board actions, information and policies.
- Plan, develop and recommend policies and programs to further ORPA goals and objectives and ensure best operational practices.
- Provide training and orientation for new board members.
- Collaborate with the board in the development of organizational work plans; manage execution and provide progress reports to the board.
- Execute decisions of the board as directed.
- Perform other related duties as directed by the board.

#### **FISCAL MANAGEMENT**

- Responsible for developing, maintaining and managing sound financial policies, procedures and practices.
- Assist the board of directors with preparation of the annual budget and manage the budget adopted by the board.
- Annually prepare a financial forecast to support organizational goals.
- Coordinate with the Treasurer, President and Finance Chair to manage the associations investments.
- Serve as the corporate agent.
- File appropriate state and federal reports.

- Supervise all financial transactions of the association including investments and disbursements. Arrange for audits to remain compliant with the association’s non-profit status and as directed by the board of directors.

## **EDUCATION and TRAINING**

- Work with the board of directors and section leaders to ensure members are provided relevant training opportunities consistent with organizational goals.
- Provide oversight to ensure consistent and professional delivery of education programs, efficient registration processes and branding of ORPA.
- Provide financial oversight of all ORPA training in keeping with sound financial practices and budgetary goals.
- Manage all aspects of the annual conference in cooperation with the conference committee, including all logistics, site contracts, food and beverage contracts, commercial sponsorship solicitation and support, exhibit space agreements and support, reimbursements, programming selection, etc.

## **COMMITTEES AND SECTIONS**

- Provide guidance and assistance to committee chairs and section presidents in formulating committee and section work plans and budgets for board consideration.
- Provide assistance and resources as needed to help committees and sections accomplish their objectives.
- Maintain committee and section records for archives.
- Attend meetings of committees and sections as necessary.

## **COMMUNICATIONS**

- Develop and implement a communication plan to inform and communicate ORPA goals, objectives, services, and activities of the association to its members.
- Attend state, regional and national conferences and meetings to represent ORPA as requested by the board of directors.
- Represent the association in media relations.
- Serve as editor and when necessary, author of the association’s website and other publications.

## **MEMBERSHIP SERVICES**

- Update and maintain current and accurate membership database.
- Promote membership in ORPA
- Respond promptly to requests for assistance from members.
- Oversee all association and section elections to ensure compliance with by-laws and policies.

## **GOVERNMENT RELATIONS**

- Work with the board and legislative committee to recruit and hire a contract lobbyist to assist with developing and advocating for the association’s legislative platform.
- Work with the legislative committee in the development and implementation of comprehensive and effective government affairs strategies and legislative platform for the association on the state and national levels.
- Communicate the legislative committee’s initiatives, issues and findings to the board of directors, seeking input, guidance and consensus as needed.
- Represent ORPA interests on appropriate statewide taskforces and committees.

- Develop cooperative relationships with national, state, and local agencies and organizations that would further ORPA goals and objectives

**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of: Non-profit corporation and/or association management; local and national government processes; special event management; budgeting and fiscal management; marketing and communications. Knowledge of the park and recreation profession and business is desirable but not mandatory.

Skills and Abilities: Strong planning, organizational, leadership, and problem solving skills. Politically astute. Strong interpersonal skills with an ability to relate well to diverse people; effective oral, verbal and written communications and use of technology; effective project and time management; ability to exercise independent judgment and take initiative; ability to work independently; ability to think and plan strategically; ability to work cooperatively with others and create positive, constructive relationships.

**EXPERIENCE AND TRAINING:**

1. Bachelor’s Degree in Management, Non-profit Management, Association Management, Public Administration, Park and Recreation Management or related field; **AND**
2. Five years progressive work experience in organizational management; **OR**
3. Any satisfactory combination of experience and training.

**SUPERVISION RECEIVED:**

Reports directly to the ORPA President representing consensus of the board of directors.

**SUPERVISION ADMINISTERED:**

Supervision of part time staff and contract services may be required.

**WORKING CONDITIONS:**

Requires occasional long hours including some evenings and weekends. Requires some travel.

**ORPA OFFICE LOCATION:**

Work may be performed from an ORPA home-office or may be a shared space within a park and recreation agency, per board and agency approval.

**STATUS:**

Exempt, full time.