



Send Resumes to: mary@americancopper.org

Job Description

POSITION TITLE: Executive Director

POSITION SUMMARY: Serves as the chief paid executive officer of a 501(c)(3) trade association. Position is responsible for providing the day-to-day administrative leadership that will ensure the successful achievement of the plans, programs and objectives of the American Copper Council and its members. Coordinates with and answers to Executive Committee and Board of Directors in the formation of policies, procedures and programs. Administers and directs programs approved by the Board of Directors. Position is directly responsible to the Chairman, Executive Committee and Board of Directors for administration of the headquarters office and for fulfillment of the functions outlined below.

QUALIFICATIONS: Bachelor's degree plus ten years of experience. Candidates must have administrative, event planning, leadership, communications, fiscal management, cost control, public relations, and fundraising skills. In addition, candidates must have strong organizational and inter-personal skills and be self-motivated with a positive attitude. Must have strong computer skills and be proficient in MS Office, Quicken and Dreamweaver.

FISCAL MANAGEMENT: Recommends yearly budget for Board approval and manages prudently the ACC's resources within those budget guidelines according to current laws and regulations. Files all appropriate tax documents as required. Prepares documentation for accountant's preparation of annual tax return.

BOOKKEEPING: Maintains the books for the ACC, writes checks and issues invoices for dues, meetings, etc., and processes credit card payments for receivables.

EVENT PLANNING: Oversees the design, marketing, promotion, delivery and quality of meeting programs. Upon Board selection of a location, works with volunteer committee to set up educational program and, as necessary, facility tour. Chooses hotel and negotiates contract. Works with convention bureaus and destination management companies to locate local suppliers such as personnel agencies, entertainment facilities, bus companies, a/v firms, printers, etc. Handles registrations and on-site management of meetings.

TRAVEL: In addition to on-site management of all meetings, attends association meetings, CVB-sponsored familiarization trips and association management seminars, averaging twelve to fifteen trips per year.

WEBSITE: Oversees the ACC's website, hiring and supervising freelance web designer.

PUBLICATIONS: Stays current on copper industry and association management issues by reading publications and visiting industry websites.

MEMBERSHIP: Serves as a resource for members on wide-ranging topics of individual concern. Maintains Membership Directory on organization's website. Solicits new members; works to keep existing members.

PUBLIC RELATIONS: Maintains and promotes a positive image for the ACC among members of the copper community and trade press.

DATABASE: Maintains updated and current database of individuals with an interest in the activities of the ACC.

CORRESPONDENCE: Initiates and replies to correspondence as necessary.

ASSOCIATION AFFILIATIONS: Maintains membership in American Society of Association Executives and local Association of Association Executives. Attends local meetings and trade shows of both associations.

NOTE: Executive Director is the sole paid employee of the organization. This is a full-time position.