

<b>Job Title:</b>	<b>Executive Administrator</b>	<b>Job Category:</b>	Administration
<b>Direct Report:</b>	President	<b>Serves:</b>	Executive Board
<b>Location:</b>	Located in North Carolina	<b>Limited Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Contracted for maximum of 40 hours per month Salary range: \$20-25.00/hour Travel and business related expenses must be preapproved for reimbursement  Additional commission as follows: Sponsorships range \$1,000-\$10,000      5% \$10,001-\$20,000    10% \$20,001-\$30,000    15% \$30,000 and above   15%	<b>Position Type:</b>	Contract for 6 months
<b>HR Contact:</b>	Shelby Moorman Scales, President	<b>Date posted:</b>	August 23, 2010
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	August 30, 2010
<b>External posting URL:</b>	None		
<b>Internal posting URL:</b>	<a href="http://www.mwbecoordinators.org">www.mwbecoordinators.org</a>		
<b>Required Documents Accepted By:</b>			
<b>Fax or E-mail:</b> <a href="mailto:president@mwbecoordinators.org">president@mwbecoordinators.org</a> <b>Subject Line:</b> <b>Attention:</b> RE: Executive Administrator		<b>Submission should include the following:</b> <ol style="list-style-type: none"> <li>1. Letter of Interest</li> <li>2. Resume</li> <li>3. 3 business references</li> <li>4. One-page description on how your skills and abilities can enhance the mission of the NC MWBE Coordinators' Network</li> </ol>	
<b>Job Description</b>			
<b>Job Purpose:</b> Accomplishes Network objectives by planning, developing, executing and evaluating association activities.			
<ol style="list-style-type: none"> <li>1. <b>Board Administration and Support</b></li> </ol>			

Supports operations and administration of Board by advising and informing Board members, interfacing between Board and committee chairs.

- ❖ Ensures leadership is kept informed of community and membership supportive services, products, programs and legislation.

## **2. Program, Product and Service Delivery**

Oversees design, marketing, promotion, delivery and quality of programs, products and services of the Network. Will work to standardize operational policies and procedure of the organization.

- ❖ Enhances committee goals and objectives by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to organization accomplishments.
- ❖ Assist Committee Chairs by documenting business minutes, posting relevant information on website and through email communications.
- ❖ Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.

## **3. Financial, Tax, Risk and Facilities Management**

Recommends yearly budget for Board approval and prudently manage organization's resources within those budget guidelines according to current laws and regulations.

- ❖ Meets financial objectives by forecasting requirements; assisting in the preparation of annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- ❖ Collecting and documenting treasury reports
- ❖ Review, submit and administer sponsorship, scholarship and financial requests
- ❖ Assist Treasurer with annual audits and reporting requirements

## **4. Human Resource Management**

Effectively manages the organizational committees according to the Bylaws and operating policies and procedures that fully conform to current laws and regulations.

- ❖ Accomplishes human resource objectives by assisting the Executive Board in recruiting, selecting, orienting, training, assigning, scheduling, coaching and counseling committee chairs and other volunteers; communicating officer expectations; planning, monitoring, appraising, and reviewing committee contributions; planning and reviewing committee actions; enforcing operating policies and procedures.

## **5. Community and Public Relations**

Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders.

## **6. Fundraising (nonprofit-specific)**

Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.

**Skills/Qualifications:**

- ❖ Developing Budgets, Coaching, Supervision, Staffing, Project Management, Management Proficiency, Process Improvement, Tracking Budget Expenses, Self-Development, Planning, Performance Management

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	