



## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

The Rotary Club of Fresno, Fresno, CA

### **ORGANIZATION MISSION**

The Rotary Club of Fresno unites business professionals to take action and create lasting positive transformation in ourselves, our community and across the world.

### **POSITION DETAILS**

The Rotary Club of Fresno is looking for an experienced ED to provide efficient administration, coordination of activities with volunteers and communicate effectively with the public. The ED must have excellent time management skills, be detail oriented and have impeccable organizational talents for event planning with fast moving deadlines. In addition to administrative capabilities, the ED shall have fluent communication skills, compositional and editorial abilities, and an enthusiastic attitude, which invites the participation and cooperation of Rotarian members. The ED's role is to make certain the organization operates within the required framework, follows Rotary's Four-Way test and oversees membership contributions to the organization that are beneficially utilized. The ED must be flexible enough to adjust to changes in emphasis and direction from one administration to another, yet able to influence to some degree the continuation of activities and programs which have proved effective in the past.

The following is a list of key duties and responsibilities. This is not a comprehensive list, and can be added to, deleted from, at any time by the Board of Directors.

#### Essential duties and responsibilities:

- Provide day-to-day management of organization, overseeing the administration of the 225+ member club.
- Ensure that policies and directions set by the Board of Directors are carried out.
- Prepare notices, agendas and minutes for all meetings of the Board of Directors and general membership.
- Attend and/or provide staffing for committees, task forces and any other subdivisions of the club, as requested by the Board of Directors.
- Oversee all bookkeeping operations including accounts payables and receivables. Additionally, in conjunction with the treasurer, provide for a sound financial position and budget by proposing the annual budget for review by the Board of Directors; monitor expenditures to budget; submit budget reports; ensure effective financial controls; and ensure that dues are collected and processed timely.

- Ensure responsiveness in serving members and the public which includes having the ability to act in a professional manner, keep composure, maintain confidentiality and professionally respond to all individuals with accurate and clearly stated information.
- Ensure compliance with constitution, bylaws, policies, and procedures, as well as nonprofit tax regulations and state regulations.
- Facilitate and develop policies and procedures, as needed.
- Coordinate and assist membership development efforts in conjunction with Membership Committee.
- Facilitate and assist with fundraising efforts.
- Serve as the public relations officer through an effective marketing and public relations effort. This includes overseeing Fresno Rotary's newsletter, social media outreach, website and relationships with other like-minded entities.
- Attend necessary conventions and conferences, which requires some travel.
- Anything else as assigned by the Board of Directors.

#### Education, Experience and Skills:

- Prefer B.S. or B.A. Degree.
- Prefer a minimum three (3) years' experience in a related position.
- Always demonstrates the highest level of professionalism.
- Prefer to understand the operations of a volunteer organization and can work effectively with volunteers.
- Ability to work independently of a day-to-day direct supervisor.
- Demonstrate integrity by doing what he/she commits to do, act and speak ethically, and communicate factually.
- Ability to work outside of normal office hours.
- Ability to pivot with fast-paced deadlines.
- Possess the abilities and experience to communicate effectively, both orally and in writing.
- Can demonstrate proficient computer program knowledge including Word, Excel, PowerPoint and Publisher.
- Possess a California driver's license and can utilize a vehicle with applicable insurance coverage(s).

#### Physical Requirements:

This individual must be able to sit for long periods using the computer; be able to work with hands, fingers and arm reach; be able to move around on all types of surfaces (i.e. asphalt, fields, embankments, and stairs); and occasionally lift up to 35 pounds. This position requires someone who can drive to various locations to attend meetings, conferences, etc.

### **EQUAL OPPORTUNITY EMPLOYER**

The Rotary Club of Fresno is an Equal Opportunity Employer. The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be constructed as a declaration of specific duties and responsibilities of any particular position. Employees may be required to perform job-related tasks other than those specifically presented in this description.

### **COMPENSATION AND BENEFITS**

The ED is an exempt, salaried position with vacation and holiday pay. Health benefits are available. Performance and compensation reviews will occur on an annual basis. Retirement benefits include a SIMPLE IRA plan. Mileage is reimbursable at the standard IRS mileage rate. Educational courses taken during employment related to the position may be reimbursable, if approved beforehand.

### **DEADLINE AND SUBMITTAL INSTRUCTIONS**

Inquiries and/or submittal of resumes and cover letters can be sent to [office@fresnorotary.org](mailto:office@fresnorotary.org). Received applications will be given acknowledgement. The position is available until filled.