

## Executive Director – Job Posting

### Job Summary

#### Company

California-Nevada-Hawaii District of Kiwanis International

#### Location

Rancho Cucamonga, CA 91730

#### Industry

Nonprofit Organization 501(c)(4)

#### Job Type

Full Time Employee

#### Education Level

Bachelor's Degree

### Position Description

The Executive Director of the Cal-Nev-Ha District of Kiwanis is responsible for the day-to-day operation of the organization, including managing committees and staff. The Executive Director is further charged with the development of policies and strategic plans in collaboration with the District's Board of Trustees. The Executive Director is accountable to the District Governor and reports to the Board of Trustees at each of their meetings.

### Overall Function

The Cal-Nev-Ha Executive Director's overall function is to successfully manage all aspects of the organization and uphold its policies and values.

### Duties and Responsibilities

- The Cal-Nev-Ha Executive Director develops strategies and policies to ensure the organization's objectives are met. This includes hiring, training and supervising the District Office staff.
- The Executive Director creates and prepares budgets, and oversees all financial operations.
- The Executive Director is responsible for the planning and implementation of the Mid-Year Conferences, the annual District Convention, meetings of the Board of Trustees and a variety of other smaller meetings. This responsibility includes the negotiation of contracts with hotels, convention centers and vendors as well as the oversight and coordination of meeting arrangements and schedules with staff and volunteer committees.

- The Executive Director develops both independently and in conjunction with committees training materials for district officers and club officers. These include seminar materials, webinars and training manuals and resources.
- The Executive Director serves as the chief executive for the District's Service Leadership Programs (SLP) and is responsible for the supervision of the Director of Service Leadership Programs and the Committees which administer the SLP organizations.
- The Executive Director serves as the staff liaison to all District Committee and prepares and distributes the agendas, meeting packets and minutes of meeting.
- The Executive Director communicates with club members, club officers, and district officers on a variety of topics.

## **Work Schedule and Travel Requirements**

The District Executive Director is expected to work outside of regular business hours to attend committee and Board meetings, Service Leadership events and conferences as well as fundraising events that are normally scheduled on weekends. Travel is typically required within the three states, however, meetings and conferences of Kiwanis International will occasionally require travel to other locations.

## **Position Requirements:**

- Excellent written, verbal, public speaking and interpersonal communications skills
- Strong financial management and the ability to work within an established budget
- Able to handle sensitive matters and maintain confidentiality
- Proficiency with computers, including spreadsheets, word processing and Internet skills
- Ability to work in a small staff environment, including telecommuting employees, that supports a family of over 70,000 volunteers, multitask, strong organizational skills and attend to an extensive range of responsibilities that arise both in the corporate office and externally
- Background in association management along with CAE certification is preferred
- Experience in convention and meeting planning and contract negotiation is required
- Experience with an organization having chapters or affiliates is a plus
- Periodic travel for regional, national and international meetings is required
- Frequent weekends and occasional evenings are required
- Must be able to physically lift, stand and sit for extended periods of time
- Four year degree and a minimum of ten years' experience in nonprofit association management or comparable experience is required.
- The Executive Director is expected to be, or become, a member of a Kiwanis Club within the District

Interested candidates should submit their resume and salary requirements to [jobsed@cnhkiwanis.org](mailto:jobsed@cnhkiwanis.org) or fax to 909-989-7779.