

POSITION TITLE: Executive Director for the Minnesota Women of Today
REPORTS TO: Chairman of the Board, MN Women of Today
CLASSIFICATION: Non-exempt (hourly)
REVISED: February 2022

SCOPE:

This position is the only permanent, paid position in the Minnesota Women of Today. The Executive Director serves as a resource for chapters, staff, and Executive Council. The Executive Director also supervises the Web Team.

The position is hourly and is part-time with a maximum of 20 hours per week. The position requires that office hours be held at least one evening per week. It is preferred that this position have home office space available for file cabinets and occasional small meetings.

ACCOUNTABILITIES:

- Assist current staff with scheduling and providing support for training events that include but are not limited to Executive Council Meetings, Staff Meetings, Staff Trainings, MNJOTs, and Member Conventions.
- General Convention Responsibilities that include working with hosts with contracts.
- Supervision of Web Team.
- Assist Marketing Vice President with public relations.
- Handle Dues Billings for the membership with assistance from Membership Vice President.
- Staff the Chapter Service Center that includes but is not limited to responding to all incoming emails, phone calls and mail in a timely manner.
- General Office Duties.
- General Record Keeping.

SKILLS NECESSARY FOR THE POSITION:

- Strong organizational and time management skills.
- Ability to navigate through conflict resolution.
- Experience in event planning for large groups.
- Experience or knowledge with accounting or finance.
- Ability to work with several teams and transitioning staff.
- Proficient in Google Drive as well as Microsoft Office Suite.
- Positive change management abilities.

EDUCATION and EXPERIENCE:

- High School Diploma or GED
- 3-5 years of experience in paid or volunteer work managing projects, staff, or events.