

Director Job Description:

Director Job Summary

We are seeking a detail-oriented, thorough, and organized director to manage the day-to-day operations of our organization. In this position, you will play a key role in planning and execution. You will be tasked with finding innovative ways to enhance membership connectedness while attracting new members to grow the organization. Candidates should have a strong working knowledge Microsoft office, event planning and hosting, and communications.

Director Duties and Responsibilities

Develop and organize events to promote the membership and attract new members
Promote HWLBA in the community through cold calling, attending local events and member visits
Daily operations
Maintain compliance with external regulations and internal policies
Manage communications such as the weekly newsletter, social media, and the website
Manage the member services website
Participate in budget development and monitoring of expenses as well as bookkeeping
Host events and provide sponsors with value-added verbal commercial
Develop marketing materials and graphics for social media and promotions
Generate necessary reports for the Board for decision making
Represent HWLBA on local committees such as the DDA, Festivals and others

Director Requirements and Qualifications

Significant work experience as an event planner
Familiarity with website and social media
Solid computer skills, including Microsoft Office and QuickBooks
Exceptional communication and public speaking skills
Outstanding leadership and organizational skills
Competent collaborator and skilled cross-functional communicator