

TITLE: Associate Director
National Lieutenant Governors Association (NLGA)

FLSA DESIGNATION: Exempt

REPORTS TO: Director & CEO,
National Lieutenant Governors Association (NLGA)

DUTIES AND RESPONSIBILITIES:

NLGA Development (approx. 40% of position)

Performs all-sources development: fundraising, sales, invoicing, collection, tracking and reporting, service, recognition, renewal, and relationship building and maintenance

- Responsible to meet goal amounts
- Initiate and complete private sector membership and sponsorship sales, including in-kind donations, in-kind events, and possible grant application completion and writing
- Role in fundraising for three+ meetings a year, largely from the private sector
- Assist in identification of opportunities from private sector, partners, foundations, and entities of government to fund policy research, seminars, capital expenses, international travel, or other
- Maintenance of all development thru service, relationship building, billing & collections, renewals, tracking and reporting, etc.

NLGA Meetings, Marketing, and Membership Services (approx. 35% of position)

- Represent the Association, its members and the office of lieutenant governor professionally and in a non-partisan manner
- Responsible for speakers' technical needs for 3+ meetings/yr
- Second-in-command for meeting development, planning and execution, which may include lead on site visit and hotel selection, working with hotel on contractual issues, and management of and issues related to the hotel block
- Initiates/responds to public and private sector members and the press
- Assist in development of web site(s), and content for and posting to web site(s)
- Continue or initiate emerging media services including webinars, social media, etc.
- Become a primary user of the association database system, web site, and financial reporting system through self-guided study
- Become a primary user of other software/systems necessary to operate NLGA (ie. Microsoft and Adobe products, Quickbooks, WordPress, etc.), through self-guided study
- Initiate improvements to NLGA communications, including web site, meeting materials, meeting agenda book, e-newsletter, printed newsletter, annual report, portfolio, more, and assist in writing and completion of each on deadline and suggest new or replacement opportunities
- Assist in content development for all NLGA services, products, publications and meetings
- Identify, initiate, service, and maintain new and existing services, projects, and opportunities for public and private sector members and staff
- Write research papers, news stories, newsletter articles, press releases, & various updates

NLGA Project Work (approx.25% of position)

- As Associate Director, to accept and readily assume a leadership role in the association sharing with the Director ideas and advice on short and long term planning, priorities, and strategic vision, while understanding the small nature of the association means the Associate Director performs his/her own and Association daily tasks (ie. typing, telephone answering, filing, lifting and moving crates and boxes, etc.)
- Staff various sessions, meetings or missions which may contain international guests or to plan or help plan international missions, where this employee may not be attending, may also be attending, or may be attending as the lead or sole staff person
- To serve as committee or project director on a myriad of topics. Duties include agenda and minutes preparation, budget compliance, fiscal and/or policy analysis, development and maintenance of technical aspects.
- To lead various projects which may include web site creation or maintenance, reporting including grant or other reporting, planning and conducting webinars, etc.
- To personally conduct all research, outreach or other elements of a project or proposal.
- Perform original research, writing and presentations on an array of project or issue areas
- Perform original research, writing and presentations on issues related to the office of lieutenant governor or NLGA projects or NLGA operations

All other duties as assigned.

EDUCATION

Bachelor's degree required. Additional certification(s)/study are valued.

EXPERIENCE

Experience as project leader is a required minimum, Associate Director or Manager-level experience preferred. At least five years of relevant experience. Must have a proven record of completing work independently, meeting deadlines and goals with little supervision. Must possess proven political acumen, stalwart discretion and judgment, and immense professionalism. Proven track-record of development and fundraising from various sources (ie. private sector, membership sales, successful grant writing experience, success obtaining or managing funding) is necessary. Knowledge of state government and experience in event planning/meeting management preferred but not required. Must have some technical knowledge including print communications, Powerpoint and other technology used at conferences. Web site experience is a plus. Must have exemplary communication skills, including oral presentations and sales ability, and in written communications including press releases, academic findings, annual reports, and/or news stories. Demonstrated experience in issue analysis or original research and presentation, published or presented works, is a plus.

QUALIFICATIONS

This individual must show initiative and be an independent and team worker, must have stalwart discretion and judgment, must multi-task, and must be an accountable, cooperative, collaborative, non-partisan team player. While working with NLGA at its highest level, this individual must also know s/he has no administrative support and s/he will be a hands-on employee in every way from answering phones to packing, lifting and shipping boxes. Must be able to independently lift and transport 40-pounds in a repetitive series. Must be willing to work long hours, be consistently on-call, and travel up to 10 – 20% of the time, including internationally.

Must have or be able to obtain valid passport. Must accountably accept responsibility and leadership, and hold confidences.

LOCATION

Northern Kentucky (Florence, KY) office (*may negotiate limited telecommuting*)

OTHER

No relocation assistance, but may negotiate start date.

SALARY RANGE: \$55,000 - \$67,000

DEADLINE: September 15, 2017

CONTACT: Please submit letter of application and resume to:
NLGA
Executive Director Julia Hurst
71 Cavalier Blvd, Ste. 223
Florence, KY 41042
F: (859) 283-1400
e-mail: jhurst@nlga.us
NO TELEPHONE CALLS, PLEASE
Visit: www.nlga.us