

WORLD AFFAIRS SEMINAR

Dedicated to the advancement of international goodwill and peace through a better understanding of global issues

Title: Executive Director

- This is a part time position with compensation to be determined based on skills and experience.
- It may be an opportunity for a consultant with a client base in non-profit management and/or fund raising.

Scope of Work and Duties:

- Organizes and manages the annual World Affairs Seminar (WAS). Will be responsible for all arrangements needed to successfully conduct this event. This includes duties specified below as well as assuring proper staffing and facilities are secured. Provides on-site oversight during the seminar. Sets staff compensation and assures all payment as required. Some aspects of this duty will require Board approval.
- Hires, supervises, and evaluates all staff.
- Works with the Academic Dean to organize the annual WAS agenda, assure relevant speakers/presenters are secured, and approves other academic programs as needed. The Executive Director negotiates the scope of work and compensation for this position (requires Board approval)
- Will recruit delegates to the annual seminar by all effective means available including paper and electronic correspondence, social media, the WAS web site, personal presentations, etc. An annual marketing/recruitment plan is required.
- Assures that all WAS delegate registration is properly handled and delegate tuition is received and accounted for.
- Recommends seminar tuition pricing to the Board as well as annual themes.
- Raises funds from sponsors and other individuals and organizations so as to provide delegate sponsorships and other sufficient funds to pay for all WAS activities.
- Provides financial oversight and assures timely filing of required financial and tax documents.
- Serves as a liaison to Rotary District 6270 (which provides annual financial support), to any local Rotary Clubs and Districts as needed, as well as to Rotary International through attendance at Zone Conferences, President Elect Training, District Conferences, the Annual RI Convention, etc. This implies that some travel may be required.
- Regularly reports to the Board of Directors and serves as an ex officio member of the board's Executive Committee. In collaboration with the Board Chair, organizes quarterly Board of Directors meetings. Assists Board members as needed (e.g., director nominations, by law reviews, etc.)

Desirable Skills:

- Management of a non-profit or organization similar in scope and purpose.
- Computer skills including use of Microsoft Office Suite, QuickBooks, and data management software (ZOHO)
- Fund raising experience
- Event organization
- Ability to manage a staff within the needs of WAS
- Proven good communicator, has comfort with social media, can make presentations to groups of varying sizes, etc.
- Familiarity with organizational financial processes and practices
- A member of a Rotary Club or familiarity with Rotary