

## Lake Havasu Hospitality Association

Job Title: Executive Director

Reports to: Board of Directors

### Position Summary:

The Executive Director is responsible for all administrative, operating, education, and programs of the Lake Havasu Hospitality. Estimated time requirement is 40 hours per month.

As a non-voting member of the Lake Havasu Hospitality Association leadership team the Executive Director will be responsible for working closely with the President and the board in managing the association. The position will require the Executive Director to stay informed on community issues, concerns, and opportunities that affect the hospitality industry.

### Job Functions:

- Facilitate daily operating functions of association including implementation and operations of board directives, implementation of approved goals and objectives, website updates, membership communication, membership development, membership growth, and program development and implementation
- Acts as the spokesperson and community liaison for the association and board of directors in an effort to ensure our position is fairly represented
- Provide the board with an agenda for the monthly board meeting. The agenda will be approved by an officer of the association
- Present and review financial statement of the association monthly
- Attend meetings of the association including committee meetings, board meetings, and any other meeting necessary to fulfill the goals and objectives
- Establish and maintain a positive relationship with city officials and work with the Convention and Visitors Bureau and other boards as a representative of our organization
- Responsible for organizing volunteers to assist with association sponsored functions, committee assignments, fundraising, etc.
- Responsible for establishing relationships with targeted potential members in an effort to gain sponsorships/memberships
- Maintain positive relationships with membership
- Maintain organizational documents and ensures compliance with all Federal, State, and local filing requirements and operating requirements
- Facilitate the negotiation and purchase of annual directors and officers liability insurance
- Develop an annual operating budget
- Responsible for development and execution of fundraising activities

Email Resume to:

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