



EXECUTIVE DIRECTOR JOB DESCRIPTION

SUMMARY

Under the leadership of the board of directors, the executive director assists in the development of AFA's mission, goals, objectives, and related policies and is responsible for their implementation. Additionally, the executive director is responsible for the administrative duties of the association, including managing its finances, delivering a member-centric program and services portfolio, and managing the relationship with AFA's management company partner.

PRIMARY DUTIES AND RESPONSIBILITIES

- Responsible for providing information and counsel to the president and board of directors for the creation of policies, programs, and strategic direction of the association.
- Responsible for the development and implementation of plans, procedures, and activities to carry out the association's strategic plan as approved by the board of directors.
- Responsible for the financial management of the association, including the development of the annual budget, and timely and accurate financial reporting.
- Responsible for managing the relationship with AFA's association management company.
- Responsible for operations, program and service delivery, and ensuring that contractual obligations are fulfilled. FENCETECH, implementing a chapter success strategy, and developing programming recommendations for board consideration.
- Responsible for liaisons with the ASTM F-14 Fence Committee, the Chain Link Fence Manufacturers Institute, the Accreditation and Certification Institute, and other industry organizations.
- Oversees the support activities associated with the board of directors including developing agenda and meeting materials, securing meeting sites, and taking and writing meeting minutes.
- Oversees the relationship with the AFA Educational Foundation.

SKILLS AND ABILITIES

- Strong interpersonal and leadership skills; strategic thinker, effective and confident presenter of AFA's vision and mission.
- Good decision-making skills, active listener, willingness to consider all sides of an issue, ability to recognize when others need to be engaged in activities or decisions.
- Excellent written and verbal communication skills including public speaking.
- Proven ability to establish, nurture and resolve conflicts to support strong relationships with volunteers, industry stakeholders, etc.
- Highly organized with the ability to prioritize and manage multiple projects.
- Demonstrated emotional intelligence with creativity, curiosity, empathy, energy, and an enthusiasm for working with a wide range of industry professionals.

QUALIFICATIONS

- Bachelor's degree recommended; advanced degree preferred.
- 8-10 years of progressive management and leadership experience.
- Knowledge of the fence industry.
- Knowledge of membership development, industry trade shows, professional credentialing, standards development, and chapter management.
- Certified Association Professional (CAE) preferred.
- Computer literacy (Microsoft Office 365) and familiarity with association management (AMS) systems preferred.
- Ability to travel.

Salary commensurate with experience.

About the AFA

Members: AFA serves more than 1,400 member companies in the United States and extends into 18 foreign countries. By offering leading education programs and business-building opportunities, AFA is ensuring that its members have the technical skills and business acumen to succeed in the fence industry. www.americanfenceassociation.com/about

Mission: The American Fence Association benefits fence industry professionals and consumers by promoting the highest levels of professionalism and ethics through the education and certification of its members.

Strategic Focus: In response to Covid-19, AFA has focused on three priorities: Demonstrating member value, producing the top tradeshow in the fence industry, and the technical training and business education of members. The board will conduct strategic planning in July 2022.

Culture: AFA is a close community. The volunteers are committed to leading a successful, member-centric organization. They have forged a trusting partnership with their management team to deliver programs and services that deliver on the mission to increase the professionalism of the industry. Fence professionals make the world a safer, more beautiful place, and AFA is where they do it together.

A task force of fence professionals is leading the search for the AFA Board. If you have questions about the search or the position, please email EDsearch.afa@gmail.com.

To be considered, potential candidates must submit a letter of interest and resume to EDsearch.afa@gmail.com. Preliminary application materials will be reviewed on a rolling basis, and interested candidates are encouraged to submit their materials as soon as possible.

No materials will be accepted after March 18, 2022.