



NABA, Inc.

www.NABAInc.org

NATIONAL ASSOCIATION OF BLACK ACCOUNTANTS, INC. EXECUTIVE DIRECTOR & CHIEF OPERATING OFFICER POSITION DESCRIPTION

POSITION SUMMARY

The Executive Director serves as the Chief Operating Officer of the National Association of Black Accountants, Inc. (NABA or the Association) and is responsible for managing the operations of the Association. The Executive Director will work with the National President to enable the Board of Directors to fulfill its governance function. The Executive Director will provide direction and leadership toward the achievement of the Association's philosophy, mission, and strategic goals and objectives. The Executive Director's primary focus will be on fundraising/revenue-generating activities to enhance the Association's ability to render quality, value added programs to its membership. Responsibilities shall also include development, implementation and coordination of NABA's programs and activities with the Association's Board of Directors and other stakeholders, and other responsibilities assigned by the Association's Board of Directors. Other responsibility areas include National Office management and administration - financial management and reporting, membership services and development, community affairs, meeting planning, and marketing and public relations - internal and external.

SUMMARY OF RESPONSIBILITY AREAS FUNDRAISING

- Develop and implement National fundraising program to generate unrestricted funds and restricted funds for programs and activities
- Develop and implement fundraising strategy for Annual Convention fundraising goal, as agreed to with the National President and National Convention Committee annually
- Ensure that each corporate partner is visited by the Executive Director or his designee at least once during each 12-month period
- Ensure that the Board of Directors is provided a quarterly update on new sources of revenue, and new companies visited during the quarter

PROGRAM DEVELOPMENT, IMPLEMENTATION AND COORDINATION

- Develop, implement and coordinate National programs consistent with the Association's vision, mission and strategic and operating plans
- Develop and implement a strategy for retaining relationships with corporate supporters to enhance the Association's program sponsorship, exposure and outreach

NATIONAL OFFICE MANAGEMENT AND ADMINISTRATION, INCLUDING FINANCIAL MANAGEMENT AND REPORTING

- Oversee the day-to-day administration of the National Office operations and systems, including the facility and related assets
- Responsible for human resource development and management, including personnel identification, hiring and removal, as appropriate
- Oversee the preparation of the Annual National Office Budget for review and approval by the National President, for submission to the National Treasurer
- Manage the Association's operations within the approved National Office budget
- Maintain an accounting and management information system for providing timely and accurate financial and programmatic data to the Board of Directors



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MEMBERSHIP SERVICES AND DEVELOPMENT

- Develop and coordinate the implementation of a membership growth strategy with the National Professional and Student Membership Services Committees, including membership dues structure responsive thereto
- Coordinate the assistance to local Chapters and the Regions with membership development initiatives
- Ensure Association services and benefits are responsive to member needs
- Maintain membership database, provide financial and statistical reports related thereto, and respond to member requests
- Ongoing development and implementation of relationships with affinity and complementary associations/organizations

COMMUNITY AFFAIRS

- Maintain professional relationships with accounting associations and appropriate minority and majority professional organizations
- Serve on committees and special projects which may be beneficial to NABA as identified by the Executive Director or as directed by the National President, to enhance NABA's exposure

MEETING PLANNING

- Oversight of the planning and execution of Board of Directors and other National meetings and programs; including the Regional Student Conferences, in coordination with the Regional Presidents
- Responsible for relationships with hotel chains to enhance NABA's benefits for utilization
- Coordination, management and administration of the Annual National Convention, with assistance from the Board of Directors, as appropriate

MARKETING AND PUBLIC RELATIONS - INTERNAL AND EXTERNAL

- Responsible for a comprehensive public relations strategy that will support the Association's vision, mission and objectives relative to membership growth and outreach, fundraising and programs and services exposure
- Maintain regional and local chapter relationships through periodic communication with Chapter Presidents and members, and providing communications assistance, as appropriate
- Serve as Publisher of NABA's journal, Spectrum and its quarterly newsletters (professional and student), including all aspects of publication and distribution

Individuals interested in pursuing this exciting career opportunity, should forward resumes directly to:

resumes@jamesjordanllc.com

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