



## Executive Director Job Description

The Virginia Network of Nonprofit Organizations seeks an experienced and entrepreneurial individual to manage and grow this newly-formed state association as it transitions from its first three years of start-up activity. Information about VANNO is available at [www.vanno.org](http://www.vanno.org)

### **Responsibilities:**

- *Office Operations:* establish VANNO office in the Greater Richmond area with infrastructure to support day to day operations; handle mail, phone and e-mail communications; establish efficient internal procedures and systems to support the association's growth.
- *Membership:* maintain member database; conduct marketing activities to recruit and retain members; maintain regular communication with members; respond to member inquiries and requests.
- *Programs and Services:* develop and direct educational activities to meet the needs of VANNO members; implement programs to generate revenue; respond to requests for information and technical assistance; coordinate advocacy activities; maintain website.
- *Finances:* establish appropriate internal accounting systems; monitor annual budget; work closely with Board members to identify funding sources and secure grants and sponsorships.
- *Relationships:* forge relationships with existing nonprofit resources and expertise throughout the state; identify potential partners for specific programs; maintain active contact with NCNA and other similar state associations in order to exchange effective practices.

### **Requirements:**

- Passion for the mission and vision. Entrepreneurial spirit to move the association to the next level of development
- Hands-on leader, willing to serve as the start-up staff of one; able to work independently
- At least 3 years of nonprofit upper-level management. At least 5 years experience in the nonprofit sector.
- Experience working with associations or other membership groups
- Proven fundraising skills to include experience developing long-term relationships with funders and sponsors.
- Business acumen; basic understanding of budgeting and financial statements. Fiscally responsible.

- Program development experience.
- Ability and willingness to travel throughout Virginia.
- Excellent written and oral communication skills
- Ability to work cohesively with Board members and other volunteers
- Exceptional organizational skills
- Proficiency with MS Office and e-mail applications
- Bachelor's degree or higher education

**Salary and Benefits:** Negotiable

**Start Date:** July - August 2007

**To Apply:** Letter of interest with resume, current salary and salary requirements should be sent by e-mail to [ssanow@vanno.org](mailto:ssanow@vanno.org) by **March 28, 2007**. Electronic applications only. Questions can also be sent to this address.