



402a Duties and Responsibilities

The Executive Director Job Description is attached. The IAC Board of Directors has final approval of the job description.



EAA

Job Description

Job Title: International Aerobatic Club (IAC) Executive Director
Reports to: IAC Board of Directors
Status: Full-time (Exempt)
Positions & Number of Positions reporting to this Position:
Volunteers
Revision date: [10-10-2019]

SUMMARY

This position is responsible for the development and implementation of the organization's strategic plan, budget, goals, and objectives with the IAC Board of Directors. In addition, this position will manage membership marketing, contests, events, sponsorship development, and marketing of IAC programs and initiatives. This position manages the day-to-day interface between the IAC and the Editor of *Sport Aerobatics* magazine, and is the principal liaison between IAC and EAA.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Works with IAC Executive and Finance Committees to continually review and refine the organization's strategic plan.
2. Prepares annual budget in coordination with the Finance Committee and reviews, processes, and reports on IAC financials and assets.
3. Works with EAA Membership and Marketing Departments to evaluate and develop IAC membership and marketing programs.
4. Works with IAC National Aerobatic Championships Committee to consult, plan, and organize the event.
5. Facilitates IAC Annual Meeting and Board of Directors election process.
6. Manages IAC committees, volunteers, and their responsibilities at AirVenture and other events.
7. Manages and builds relationships with corporate partners to maximize sponsor relationships and revenues.
8. Manages the IAC merchandising program along with vendors to sustain marketable merchandise, inventories, and the marketing assets that go along with the program.
9. Curates and maintains IAC digital assets, including the IAC website, coordination of e-commerce, discussion forums, e-newsletter, and social media accounts.
10. Provides IAC headquarters support in administration of display and classified advertising accounts in coordination with EAA staff.
11. Supports the IAC Government Relations representatives as it relates to aerobatics.
12. Responsible for day-to-day administrative duties and office operations of the IAC, including member support, chapter support, and contest support.



POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor degree from a four-year college or university; at least five years' experience in office/business or similar environment; or an equivalent combination of education and experience.
- Exceptional written and oral communications skills. Accomplished writing experience and marketing/public relations activities are important prerequisites for this position.
- Self-starter with management experience and strong administrative skills.
- Highly developed interpersonal skills, the ability to work closely with and direct effort with volunteers, staff, members, and public.
- Computer proficiency in Windows including Word, Excel, Access, PowerPoint, Outlook and the Internet.
- Aviation and/or aerobatic background are pluses but not requirements.