

Job Title: IRRMA Executive Director (updated 7.14.16)

Overview:

The Executive Director will oversee all IRRMA operations including supervision of IRRMA staff and volunteers.

The Executive director reports directly to the Executive Committee of the Association and ultimately to the IRRMA Board of Directors.

General Responsibilities:

1. Management (40%)

- a. Manage the operations of the Iowa Rock 'n roll Music Association. Plan, schedule, and supervise daily activities.
- b. Manages the Museum Director.
- c. Manage Induction weekend and the overall induction process.
- d. Utilize hourly employees to ensure achievement of operating objectives. Project manpower needs, recommend staffing levels and compensation. Provide for necessary training and ensure proper utilization and supervision of all employees. Appoint, discharge, discipline, promote, or suspend based on merit and fitness.
- e. Coordinate and oversee all of the day to day operations as it pertains to IRRMA as a whole; including membership, marketing, grant writing, induction process, product development, scholarships, educational programs, etc.
- f. Coordinate all statewide activities including rock the roof road shows, marketing, and fundraising.
- g. Ensure effective communication within the community that the IRRMA services, its inductees, customers, membership, vendors, board of directors and its employees. Follow up to ensure prompt response to complaints or problems; work with community groups, etc.

2. Financial Management (40%):

- a. Prepare IRRMA overall annual operating and capital budgets for board approval then meet or surpass budget expectations, administer expenditures within budget, ensure proper cash flow and invest idle funds.

- b. Seek and apply for applicable grants.
 - c. Be the “fundraiser in chief”. Coordinate and engage in fundraising as required to meet the expectations outlined in the annual budget.
 - d. Keep IRRMA’s books or oversee/assist the person that does.
3. Marketing and Networking (10%)
- a. Create and support IRRMA’s statewide outreach strategy. Networking with other non-profits, statewide media, business whom support IRRMA, and other entities crucial to IRRMA’s growth.
 - b. Manage IRRMA’s marketing plan.
4. Administrative (5%):
- a. Schedule and coordinate executive meetings and all board meetings, prepare agendas and supporting materials, provide technical input and participate in discussions as requested; prepare board minutes and records; implement board decisions and directives.
5. Growth and Planning (5%):
- a. Work with Board members, staff, and all other interested parties to coordinate and direct the growth of the organization. Design and implement both short term and long term (5yr) plans for IRRMA in general and the museum.
 - b. Take advantage of opportunities for professional development.

Requirements:

B.S. in business, non-profit management, other related field or MBA. Strong verbal and written communications skills; ability to think creatively and handle multiple projects; basic computer skills; Administrative, management, and financial experience is required. Must be able to function with limited supervision and have a strong work ethic. The ideal candidate would be well connected within the non-profit community and have experience fundraising and running an organization.

Interested parties should send their resume to apply@iowarocknroll.com