

Midwestern Chapter of the International Society of Arboriculture requests qualified, interested individuals or agencies to submit proposal to serve as the MWISA Chapter Executive Director.

The Executive Director is the key administrative leader of the Midwestern Chapter of the International Society of Arboriculture. The Executive Director is responsible for the Support of Chapter Operations, Programs and Projects, Including the support of Chapter Executive Committee (EC) and Board of Directors (BoD). This position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

Maintain Chapter corporate status and maintain Chapter insurance policies and administer all Chapter insurance activities. Maintain Chapter records and files and negotiate, administer and supervise all Chapter contracts and contractors.

Serve as the liaison and maintain Chapter compliance with ISA Memorandum of Understanding and Operating Agreement. Work cooperatively with the TREE Fund and ISA Certification Board.

Maintain bank accounts and distribute payments for all Chapter obligations, maintain accurate records and receipts reflecting Chapter income and expenses. Assist Finance Officer as requested in compliance with IRS regulations; maintenance of not-for-profit status and preparation of budgets as requested. Prepare and present QuickBooks reconciliation reports as requested.

Coordinate and manage MWISA Annual Conference and Trade Show. Coordinate Chapter Tree Climbing Championships with Liaisons and Coordinators as requested.

Facilitate communication, in a timely manner, with the EC, BoD, ISA headquarters, and the membership database coordinator, to keep all parties informed with necessary and pertinent information regarding the management and activities of the chapter. Attend all business meetings and serve as recorder for those meetings. Manage the information dispersed to the public via the chapter website, emails, and/or communications liaison.

Qualifications and preferred skills:

- Knowledge of MWISA chapter's mission and a commitment to serving the interest of all the chapter members.
- Proficiency in, or ability to quickly master, Quickbooks, Microsoft Office and other software programs as required.
- Skills to collaborate with and motivate board members and other volunteers.

- Professional demeanor; excellent interpersonal skills; strong written and oral communication abilities, and; the ability to positively and professionally interact and work with diverse audiences such as volunteers, professionals, others.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.

Salary is commensurate with experience, but also based within the framework of the organization's annual operating budget. (Available for review on MWISA website- <http://www.mwisa.org/>) Duties require a flexible time commitment dependent on organizational needs but generally based on 20 hour weekly work schedule. This position is based on an annual contract subject to renewal with 30 days notice.

TO APPLY

Please send letter of interest, resume, available start date, and contact information for three references to;

Brett O'Brien, MWISA executive director search committee Liaison, at Brett.OBrien@como.gov (Please put "MWISA Executive Director" as subject of email)

Applications must be received by E.O.D. on April 9, 2018 to be considered for review.