

## PABA Executive Director

**Position Summary:** Preston Area Business Alliance (PABA) is a network of business owners and community leaders dedicated to advancing business through enhanced connection, understanding, and action. We focus on supporting, promoting, and strengthening businesses along the Preston Corridor.

PABA is seeking a visionary nonprofit business leader skilled in driving resource and membership development. The ideal candidate is strategic and has exceptional relationship-building expertise. Overall management responsibility for a growing organization. Combining inspirational leadership and sophisticated management abilities, s/he will advance the organization in terms of culture, capability, processes, and impact.

### **Essential Functions:**

- Develop and coordinate PABA programs and business support efforts.
- Lead ongoing efforts to increase membership, developing strategies for sales and marketing of PABA membership, sponsorship, and networking opportunities, developing membership recruitment initiatives.
- Coordinate, oversee and assist implementation of various PABA events and activities while also assisting with the evaluation of volunteer and sponsorship needs and review of event success.
- Oversee the operations of PABA
- Bookkeeping to include review and payment of bills, managing accounts receivables, monitoring revenues and expenses versus budget, along with drafting the annual budget for the Board to review and approve.
- Plan and prepare for monthly Board of Directors meeting, providing a monthly report on general PABA activities and accomplishments, finances and other pertinent matters as well as provide input on agenda, minutes and financials as needed.
- Other duties as assigned.

### **Experience and Work Requirements:**

- BA/BS in Management, Organizational Development, Public Policy or related field required. MA/MS degree in a related field is a plus.
- Two (2) years of management or leadership experience, preferably in a nonprofit setting.
- Proficient computer software skills (Microsoft Office, Google Suite)
- Strong organizational skills and effective time management.
- Ability to set priorities and meet deadlines.
- Excellent verbal and written communication skills.

**Reports to:** Board President of Preston Area Business Alliance

**Hours:** Approximately 20 hours a week, generally Monday through Friday daytime, occasional nights and weekends for meetings and events. Flexible schedule available to accommodate responsibilities.

**Compensation:** Hired as a contractor at \$25/hour.

To apply, please email your resume and cover letter to Patricia Williams, [pabacareers@gmail.com](mailto:pabacareers@gmail.com) by 5pm March 8, 2023. For more info, please visit [www.PrestonAreaBizAlliance.org](http://www.PrestonAreaBizAlliance.org).

PABA is an equal opportunity employer and seeks applicants who will contribute to the diversity of its staff.