

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 by 5pm March 8, 2023. For more info, please visit www.PrestonAreaBizAlliance.org.

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