

WISCONSIN AIRPORT MANAGEMENT ASSOCIATION (WAMA)
EXECUTIVE DIRECTOR POSITION DESCRIPTION

Position Summary: The Executive Director is responsible for the overall administration of the WAMA organization. The individual may assign or delegate duties or responsibilities with prior approval of the WAMA Board. The Executive Director duties listed below will be monitored by the WAMA Board for execution.

The Executive Director's status shall be that of an Independent Contractor and shall not be considered an employee of WAMA for any purpose. It is anticipated that the position will require about 500 hours per year and it is generally agreed and acknowledged that the timing of the services to be performed by the Executive Director are generally within the Executive Director's control subject to being available on reasonable notice to meet WAMA's meetings. The contract amount will be negotiated with the successful candidate but is not expected to exceed that of a part-time Independent Contractor.

Specific Duties:

- A. Administrative services.
 - i. Report at least monthly to the WAMA Officers and Board of Directors.
 - ii. Attend and coordinate all board and general membership meetings.
 - a. Develop the board meeting agenda in consultation with the Executive Committee and ensure timely distribution to the board prior to a meeting.
 - b. Verify board member attendance in advance of official meetings to ensure a quorum will be in place.
- B. Maintain the organization's financial records to include bill payment, receipt and depositing of funds.
 - i. Develop a budget for WAMA and the WAC committee and report monthly to the board on status of budget versus actual.
 - i. When needed, conduct a search for a new bookkeeper, make a recommendation to the WAMA board, and negotiate an employment agreement.
 - ii. Ensure the Treasurer, Finance Committee and bookkeeper receive monthly detail on all association expenditures including credit card detail.
 - iii. Coordinate with the bookkeeper to provide monthly financial statements to the WAMA Officers and Board of Directors.
 - iv. Coordinate bank account access with the Finance Committee.
 - v. Provide year end information to the association CPA for tax reporting and auditing if needed.
 - vi. Ensure membership dues and conference revenues are received by the association.
- C. Lead the WAC planning committee.
 - i. Coordinate communication in a scheduled and timely fashion to attendees, sponsors, and exhibitors.
 - ii. Ensure the conference program is following the appropriate timeline to maximize conference participation.

- iii. Ensure board members responsible for certain portions of the conference are completing tasks and meeting timeline expectations.
 - iv. Lead the conference revenue generation by soliciting conference participation and making recommendations for conference rates based on past practice and competitiveness with other area conferences.
 - v. Provide monthly updates to the WAMA board on the financial status of the conference as it compares to the conference budget.
 - vi. Develop and produce the conference magazine.
 - vii. Coordinates RFP's for future conference locations.
- D. Recruit new members to the association in conjunction with the Membership Committee.
- i. Ensure all eligible airports in the state are aware of WAMA benefits and they annually receive a written request to join WAMA.
 - ii. Provide quarterly updates to the WAMA board on current membership totals, prospective members and upcoming membership renewals.
 - iii. Solicit nominations for awards given by WAMA and provide results to the board.
- E. Promote the Association.
- i. Establish and update the association website. Ensure all website content is up to date and accurate.
 - ii. Create a quarterly WAMA newsletter developed in consultation with the WAMA board and the Wisconsin Aviation Conference (WAC) planning committee.
 - iii. Make periodic posts on the organization's social media accounts as a tool to keep the membership apprised of the work of the board and to promote new membership and conference participation.
- F. Monitor and report on aviation activities of the Wisconsin Executive and Legislative branches.
- i. Serve as the official representative for the association with regard to issues that may be a conflict for leaders of the association.
 - ii. With approval of the WAMA Board, engage the services of a professional lobbyist in situations where it is necessary to best represent the interests of the organization.

Preferred Skills & Qualifications:

- Degree in Business, Airport Management or related
- 7+ years executive level airport experience or association management experience
- Effective communication across multiple platforms/methods with a diverse audience
- Proven leadership ability
- Familiarity with how airports in Wisconsin interact with the BOA
- Familiarity with the Wisconsin Legislative System/Process
- Financial management, budgeting and fundraising experience

- Able to build and maintain relationships
- Planning and event coordination experience
- High level of integrity, accountability and impeccable work ethic
- Knowledge of Microsoft Office Suite and Wild Apricot membership and website management software