EAA
Job Description

Job Title: International Aerobatic Club (IAC) Executive Director
Reports To: IAC Board of Directors
Status: Full-time (Exempt)
Revision Date: December 6, 2000

SUMMARY

- Plans, organizes and directs the activities of the IAC headquarters staff.
- Manages all facets of the IAC budget.
- Manages all IAC committees and coordinates the volunteer efforts of these committees.
- Responsible for contest management, event management, sponsorship development, merchandising, web site development and marketing of IAC programs and initiatives.
- Serves as the Managing Editor of Sport Aerobatics magazine.
- Makes decisions and implements operational plans within the framework of IAC policy as approved by the Board of Directors.
- Provides the principal liaison between the IAC and the EAA on behalf of the IAC with regard to administration of services provided to IAC by the EAA.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. **VOLUNTEER COORDINATION**
   - Manage all IAC committees assisting them to achieve their goals. Be an active member on select committees as defined in the IAC Policy and Procedure Manual or as deemed necessary.
   - Provide support to all IAC Contest Directors assisting them to achieve successful contests.
   - Embrace volunteerism by encouraging, enabling and recognizing volunteer efforts in support of IAC headquarters responsibilities.

2. **FINANCIAL**
   - Prepare the annual budget in coordination with the Finance Committee.
     - Manage all facets of the annual budget.
       - Review financial statements of all subsidiaries on a monthly basis explaining budget variances. Provide monthly statements to the Finance Committee and quarterly statements to the Board of Directors.
       - Work with Committees to keep income and expenses in line with annual budget.
       - Find new and innovative ways to reduce the overhead costs of managing the IAC while continually improving the support to committees and members.
   - Manage all IAC assets including the Pavilion on the EAA Air Venture grounds and provide for its security at all times.
   - Serve as the contact for IAC insurance provider and negotiate the annual insurance program.

3. **SPORT AEROBATICS INTERFACE**
   - Manage the day-to-day interface with the Editor as “Managing Editor” of *Sport Aerobatics*
   - Provide IAC headquarters support to the Editor of *Sport Aerobatics*
   - Oversee IAC staff’s administration of display and classified advertising accounts.
   - Write a monthly update column

4. **MARKETING / MEMBERSHIP DEVELOPMENT**
   - Develop an annual membership marketing program aimed at retaining existing members and recruiting new members.
   - Evaluate existing membership programs and work with the IAC Board to develop additional member programs and benefits.
   - Work with the EAA Membership Department on new member and member renewal process.
   - Arrange for ad placement in appropriate publications.
   - Write copy for marketing materials and work with the EAA Marketing and Photo Departments on design.
   - Work with IAC Member Promotions Committee on implementation of plan.
   - Coordinate media coverage of IAC events and programs.

5. **SPECIAL EVENT MANAGEMENT**
   - Plan, implement and execute IAC Championship events that will attract corporate sponsors.
     - Determine event layout, budgeting, and staff and volunteer duties.
     - Oversee the staff or volunteer coordination of merchandise sales, award orders, and general event administration (ie. registration, invoicing, banquet, etc.)
     - Work with the FAA, EAA Government Relations Dept., airport manager and other appropriate agencies in planning and implementing the event.
   - Plan the IAC Annual Meeting and facilitate the Board of Director election process.
   - Manage IAC staff and volunteer responsibilities at Air Venture and Sun-'n-Fun fly-ins.
   - Manage IAC staff coordination of regional contests, recreational rallies and the judges programs.
   - Assist the Recreational Aerobatics Committee in the development of the IAC's Recreational Aerobatic Program.

6. **CORPORATE SPONSORSHIP DEVELOPMENT**
   - Manage and build relationships with corporate partners. Establish new corporate sponsor relationships, and maximize revenue from existing corporate accounts.
   - Determine corporate sponsorship levels.
   - Analyze market research and demographics to target potential corporate sponsors.
   - Design and plan the implementation of events that will attract corporate sponsors.
   - Create and present mutually beneficial sponsorship proposals.
   - Coordinate the development of advertising and public service announcements in various media including television, print, radio, and internet.

7. **WEB SITE DEVELOPMENT AND MAINTENANCE**
   - Develop and maintain the IAC website. Coordinate e-commerce, discussion forums, and other "Members Only" activities with the EAA Web Development Department.

8. **ADMINISTRATIVE**
   - Supervise IAC headquarters personnel
   - Provide support to all IAC members by answering questions and locating resources
   - Coordinate all logistics for meetings of the Board of Directors and the Executive Committee and other committees and functions as appropriate
   - Develop Board agendas in cooperation with the President and the Executive Committee
   - Coordinate minute-taking of all Board and Executive Committee meetings with the IAC Secretary.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exceptional written and oral communication skills. Accomplished writing experience and marketing/public relations activities are an important prerequisite to this position.
- Self-starter with management experience and strong administrative skills.
- Highly developed interpersonal skills, ability to work closely with and direct effort with volunteers, staff, members and public.
- Computer proficiency in Windows 2000 including Word, Excel, Access, FrontPage, PowerPoint, Outlook and the Internet.

EDUCATION and/or EXPERIENCE

Bachelor's degree from a four-year college or university; at least five years experience in office/business or similar environment; or an equivalent combination of education and experience.