Family Business Alliance Director Position Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Director – Family Business Alliance</th>
<th>Direct Reports:</th>
<th>Membership Coordinator; Program Coordinator; Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Family Business Alliance</td>
<td>Classification: Exempt</td>
<td></td>
</tr>
<tr>
<td>Hours:</td>
<td>Part Time (15-20 hours)</td>
<td>Posted Date:</td>
<td>August 5, 2020</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Board of Directors</td>
<td>Contact:</td>
<td><a href="mailto:diana@fbagr.org">diana@fbagr.org</a></td>
</tr>
</tbody>
</table>

Essential Responsibilities:

Strategic Planning, Execution, and Financial Oversight:

1. Work with the board and staff to ensure that the mission, strategic plan, and vision are fulfilled.
2. Establish and refine policies and procedures to achieve our goals and continuously improve culture.
3. Collaborate with existing underwriters to ensure they receive value and continue to support the FBA.
4. Network to bring on new underwriters who align with our mission.
5. Prepare and manage an annual budget and monthly financial statements.
6. Prepare monthly board reports and provide information necessary for the board to make informed decisions.

Grow FBA Impact and Diversity:

1. Lead the team in growing themselves in ways that improves FBA’s impact.
2. Lead the organization and team through change required to broaden and deepen FBA’s impact.
3. Create and execute a plan to achieve FBA’s diversity goals identified in our vision.
4. Work with board and staff to reach new members and carry out the organization mission.
5. Be active and visible in the community and connect with members and other community organizations.

Connect Members and Underwriters with Each Other and Resources:

1. Guide and advise on events and programs presented by FBA.
2. Ensure the needs of members are heard, understood, and engaged with through existing and new methods.
3. Work with the board and committees to provide high quality content, resources, and connection to our members and underwriters.
4. Provide direction and oversight on messaging and marketing that provides consistent communication and value for members, underwriters and key stakeholders.

Education and Experience:

Bachelor’s degree
8 years non-profit, business, or leadership experience
Connection to a family business strongly preferred.

Other Skills:

Strong relationships with professional, civic, and private organizations.
Ability to manage and inspire a team.
Excellent interpersonal, oral, and written communication skills.
Public Speaking.
Business and financial acumen.
Organized and detail oriented.
Proficient in Microsoft Office products.