

Position title: Executive Director, Lake Lanier Association, Inc.
Location: Gainesville, GA
Travel required: Local (Valid GA Driver's License Required)
Type: Full Time
Salary: Commensurate with position responsibilities and candidate qualifications



Executive Director of member-based 50+ year old nonprofit 501(c)(3) organization. Ongoing general management responsibilities under the direction of the Board of Directors.

Key Functions:

Member relations – phone call, email, social media inquiries

Marketing and Public Relations – speaking engagements, stakeholder meetings, media inquiries

Administrative Management for the organization including:

- Sending renewal and reminder notices and/or invoices for membership renewal
- Sending acknowledgement notices and/or shipping gifts for membership levels
- Preparing board of director agendas, coordinating catering and location logistics for monthly board meetings
- Accounts receivable, payable, bank reconciliation, deposits for bank accounts (QuickBooks)
- Data entry and reconciliation of PayPal credit card payments
- Entering membership data into LLA database for new and renewed members (Access)
- Preparing reports for the monthly board meeting
- Updating portions of the LLA website, managing social media feeds - Facebook and Twitter
- Quarterly newsletter production – developing list of articles/authors, monitoring to be sure all articles/key initiatives are submitted by the various authors, creating draft document with text and photos for handoff to graphic designer for production.

Event planning and hosting – 3 major events & various meetings annually:

- Atlanta Boat Show
- Annual Meeting
- Shore Sweep
- legislative caucus meetings
- stakeholder events

Sole responsibility for office management (plus manage 1 part-time assistant)

Support for key project initiatives:

- ADDV – research, data entry, management of inventory
- Solar Lights – database management of light locations and correlation tables with Corps of Engineers GIS system
- Shore Sweep – event planning and coordination

Hands on Position: Light lifting required for office receiving, meeting set-up/teardown, etc.

Position requirements: Outstanding communication skills, both verbal and written. High energy with the ability to work well under pressure with minimum daily supervision is vital. Must be a self starter with a demonstrated background of accomplishments. Capability of multi-tasking is essential to success. Previous association with non-profit, governmental agency, political policy group interaction, public relations is highly desirable. Candidate should have good working knowledge of administrative processes and routines, Microsoft Office Word, Excel, PowerPoint, Access and QuickBooks. Minimum of 4 year degree or equivalent experience strongly preferred. Provide 3 references. A background check will be required for final candidates.

Resumes may be submitted to lakeinfo@lakelanier.org. Questions to John Barker (770)530-1613.