



## EXECUTIVE DIRECTOR JOB DESCRIPTION

Location: Indianapolis, Indiana  
Base Pay: N/A  
Employee Type: Full-Time or Part-Time  
Industry: Not for Profit  
Manages Others: No  
Posted: June 6, 2022

Job Type: Executive Management  
Preferred Education: 4-year Degree  
Preferred Experience: 5 years  
Travel: Approximately 20%  
Relocation Covered: No  
Preferred: Bilingual Mandarin/English

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### FUNCTION

To provide leadership for the America China Society of Indiana in order to facilitate productive, sustainable and open business relationships between Indiana and China. Responsible for strategy & planning, fundraising & development, event management, outreach & partner relations, and operations.

### RESPONSIBILITIES

#### Strategy and Planning

- Develops and executes the overall strategy of the organization in partnership with the Board of Directors and various Board Committees
- Establishes performance measurements to measure organization process toward strategic goal achievement and value delivery to membership.
- Takes a leadership role in driving a collaborative process with the Board of Directors, members, and volunteers that would result in the development of short term and long-term goals, objectives and operational plans for the organization.
- Oversees preparation of the annual budget and other necessary financial policies and documents. Provides information and justifications for Board of Directors in its budgetary review and approval process.
- Cultivates a strong partnership with the Board of Directors in setting policies consistent with the mission of the America China Society of Indiana. Works, as needed, with all standing and ad hoc committees of the Board.

#### Fundraising & Development

- Manages all membership development activities including identifying prospects and renewals for current members.
- Manages all sponsorship and development activities, including cultivation and stewardship of members, event planning, and other activities related to value delivery to membership.
- Builds long term relationships with key donor segments based on mission, cultivation and stewardship, program outcomes and sound fiscal management.
- Leads organization's financial growth in order to maintain healthy cash flow, provide full services to our constituents and maintain adequate reserves to support board-approved investments and risk-taking.



## **Event Management**

- Identify, plan, and execute all activities and programs including but not limited to Annual Gala, Business Conference, Seminars, Webinars, Networking Events, and hosting of delegations
- Secure speakers, panelists, volunteers, and attendees for all events
- Negotiate and manage relationships with vendors including venues, caterers, entertainment, A/V, etc.

## **Outreach and Partner Relations**

- Develop strong ties to community-based organizations, international business organizations, Chinese-affiliated organizations, and government partners.
- Engage industry groups as needed to provide opportunities to attend and engage through ACSI events
- Promote partner organization events
- Attend local and regional events to develop ACSI prospective members
- Serve as a lead generator/outside sales for economic development groups
- Present as needed on topics related to the Indiana-China business relationship

## **Operations**

- Management of ACSI's accounting, financial and tax matters with assistance from external accountant
- Management of tax matters and grant awards
- Develops marketing materials and manages website
- Scheduling and assistance for all board meetings and committee meetings, etc.

## **QUALIFICATIONS**

1. A preferred minimum of five years nonprofit work experience or comparable work experience.
2. A preferred three years of demonstrated success in staff leadership, fundraising, partnership development and financial management.
3. Organizational building and growth skills; strategic planning.
4. Bi-lingual Chinese/English language skills preferred, experienced in Chinese culture.
5. Demonstrated knowledge of international business trends, challenges, and opportunities.
6. Membership, fund-raising building skills.
7. Marketing and public relations experience to successfully engage stakeholders, including funders, business partners, policy makers, media and communities.
8. Strong and effective oral and written communication skills.
9. Personal qualities that include integrity, commitment to America China Society of Indiana mission, respect for diversity and the ability to inspire and motivate.
10. Must be Microsoft Office proficient, i.e. Word, PowerPoint, Excel, etc.
11. Social networking, basic internet technology skills.
12. Familiarity with website maintenance and marketing software.

## **REPORTS TO**

1. Board of Directors



## **BENEFITS**

- Competitive salary
- Health Insurance Stipend
- Retirement Account
- Flexible Work Hours
- Ability to Work Remotely

## **TO APPLY**

Interested individuals should email their cover letter, resume and references to [acsi@americachinasociety.org](mailto:acsi@americachinasociety.org). Applications will be reviewed on a rolling basis, so the Board encourages qualified candidates to apply early. The America China Society of Indiana is an equal opportunity employer and is committed to a culturally diverse workplace. This job description highlights the general nature of the work likely to be performed by the America China Society of Indiana's new Executive Director. The actual duties, responsibilities and qualifications of the Executive Director may vary.