

MIDWEST MANUFACTURING ASSOC. POSITION DESCRIPTION

Prepared: June 1, 2024

Position Title: Executive Director for Midwest Manufacturing Association (MMA)

Position: This position is a full-time, exempt position and reports to the MMA Board

Objective: To provide strategic leadership and effective management to achieve the mission and goals for MMA and its Affiliates

Responsibilities:

1. Strategic Leadership:

- Develop and articulate MMA's vision, mission, and strategic goals.
- Assist the Affiliate boards to develop and articulate their visions, missions, and strategic goals.
- Work with the MMA board of directors and Affiliate boards to develop and implement strategic plans.
- Stay informed about trends, issues, and developments in the nonprofit sector relevant to the MMA and Affiliate organization missions.

2. Organizational Management:

- Oversee day-to-day operations and ensure efficient and effective use of resources for MMA operations and the support of Affiliate operations.
- Supervise and lead staff, fostering a positive and productive work environment within MMA.
- Implement and maintain policies and procedures to ensure organizational compliance and efficiency within MMA.
- Assist Affiliates in implementing and maintaining policies and procedures to ensure organization compliance and efficiency.

3. Fundraising and Development:

- Develop and execute fundraising strategies to ensure the financial sustainability of MMA.
- Assist Affiliates in developing and executing fundraising and development strategies to ensure financial sustainability.
- Cultivate and maintain relationships with donors, sponsors, and partners for MMA and Affiliates.
- Seek out and apply for grants, and explore new fundraising opportunities for MMA and Affiliates.

4. Financial Management:

- Develop and manage the MMA annual budget in collaboration with the MMA board.
- Assist Affiliates in developing their annual budgets.
- Monitor financial performance and ensure that MMA and each Affiliate operates within their respective budgetary guidelines.
- Provide regular financial reports as requested by the MMA board and Affiliate boards.

5. Board Relations:

- Collaborate with the MMA and Affiliate boards to develop organizational policies and strategic plans for each organization.
- Attend board meetings, provide updates, and seek input on key decisions for the MMA board and each Affiliate board.
- Work closely with MMA and each Affiliate board committees to provide needed support.

6. Advocacy and Public Relations:

- Serve as the primary spokesperson for MMA and the Affiliates.
- Advocate for MMA's and the Affiliates' missions and goals with key stakeholders, policymakers, and the public.
- Develop and maintain positive relationships with the media and other relevant organizations.

7. Program Oversight:

- Oversee the development and implementation of programs and services aligned with the MMA's and Affiliate's missions.
- Monitor MMA program outcomes and impacts, making adjustments as needed.
- Monitor Affiliate program outcomes and impacts, and assist Affiliates in making adjustments as needed.

8. Compliance and Risk Management:

- Ensure MMA and the Affiliates comply with all relevant laws, regulations, and ethical standards.
- Identify and mitigate potential risks to MMA and the Affiliates.

9. Work Environment

- Work is performed in an office or a designated environment fit to the duties of the staff.
- The Executive Director will frequently have contact with the public, MMA board and affiliate boards, and co-workers. They will be expected to work with other employees to resolve issues, answer, and ask questions. The Executive Director may on occasion be required to work extended hours to complete a project. This position requires the employee to work as part of a team.

10. Physical Demands

- The Executive Director shall have the ability to lift, push, pull, and carry up to 20 pounds on occasion. The Executive Director may be required to travel to various meetings, seminars, conferences and training.

Qualifications:

- Proven leadership experience in the nonprofit sector
- Strong strategic thinking and planning skills
- Excellent communication and interpersonal abilities
- Financial management and fundraising experience
- Knowledge of relevant laws and regulations
- Strong time and task management skills

Position description approved by:

Executive Director

Date

President of MMA Board

Date