

## **JOB DESCRIPTION**

**POSITION: EXECUTIVE DIRECTOR – ALABAMA BICENTENNIAL COMMISSION**

**EMPLOYMENT STATUS: FULL-TIME**

**SALARY: COMMENSURATE WITH EXPERIENCE**

### **POSITION SUMMARY:**

This position directs and administers all the affairs of the Alabama Bicentennial Commission. The Executive Director reports to and confers with the members of Bicentennial Commission, specifically its chairman and vice-chairman.

The Executive Director is responsible for helping implement statewide plans set by the Commission, and for the coordination and representation of all Bicentennial programs and activities while the Bicentennial Commission is in force. As stated in Alabama Senate Joint Resolution 13 (2013 Regular Session), the Commission will terminate on April 30, 2020.

The office for this position will be located in the Alabama Tourism Department at the Center for Commerce in Montgomery, and the Executive Director will receive administrative support and assistance from the Department of Tourism and guidance from its Director, who is also vice-chairman of the Commission.

### **Duties of the Executive Director include:**

- Directs and or performs all Bicentennial initiatives including, but not limited to: marketing, research, public/media relations, community affairs, fundraising, legislative relations, fiscal management, event planning, tourism product development, and all other activities/programs of the Commission.
- Provides creative and strategic leadership to effectively achieve the goals established by SJR13 (2013 Regular Session) and the *Bicentennial Vision*, as determined by the Commission.
- Works with and coordinates any and all administrative support from various partners including; state departments, statewide/regional associations, and private individuals.
- Determines and plans budget requirements, plans fundraising drives, and prepares applications for grants from government agencies or private foundations.
- Annually presents a proposed budget and regular fiscal reports to the Bicentennial Commission for review and approval.
- Responsible for maintaining positive relationships with local, state, and federal governments for the purpose of furthering the Commission's work and the overall *Bicentennial Vision*.
- In the absence of the Commission's chairman or appointed member, the Executive Director acts as spokesperson and public figure for the Commission.
- Represents the Commission at professional and civic social events, conventions, and other gatherings to strengthen relationships with cultural and civic leaders, present lectures or participate in seminars, or communicate the *Bicentennial Vision* at functions within the State.
- Responsible for developing and reviewing with the Commission, as appropriate, all Bicentennial-related materials such as marketing materials, educational programming, corporate/sponsor agreements, and Bicentennial activity schedules.

**Skills and Experience Required:**

- Must possess substantial professional leadership experience in a combination of related fields. Those fields may include: project management and event marketing, non-profit/public administration, tourism product development, and public history. A combination of other related experiences will be considered.
- Must be a highly organized self-starter, with a good work ethic.
- Must be proven as an effective communicator – in both written and oral forms of communication.
- Must have the ability to publically represent the Commission in a variety of environments including but not limited to: public speaking engagements, broadcast media appearances and formal and informal meeting situations.
- Must have an appreciation for and working knowledge of Alabama history as it applies to the work of the Commission.
- Must have experience working with the non-profit, political, education and private sectors.
- Must have the ability and willingness to travel throughout Alabama and other locations in order to represent the Commission.
- Must be an effective delegator and have experience engaging and motivating committees in order to get desired results.
- Must have proven experience as a project manager and be able to offer creative ideas/solutions to communities hosting Bicentennial events.
- Must be proficient in establishing, maintaining and nurturing positive relationships with a wide variety of individuals and key businesses.
- Proven fundraising experience is highly desirable.
- Must have an understanding and experience working the area of tourism product development.
- Must have experience working with and coordinating in the areas of event marketing, public relations, and media relations - both traditional and digital.
- Must be computer literate and possess a working knowledge of the latest technologies and how they may be incorporated to help meet the goals of the Commission.
- Must possess experience with and an understanding of basic accounting practices and fiscal management.