

**Recreational Boating Association of Washington**  
**Position Description - Executive Director**

<b>Position Title</b>	Executive Director
<b>Work Schedule</b>	Exempt full-time salaried position. General business hours of Monday-Friday 8am-5pm. Flexible schedule adjusted for evening and weekend event management and meeting attendance is required.
<b>Benefits</b>	Generous paid time off and health benefits
<b>Work location</b>	This position is remote requiring location in the Puget Sound region with regular in-person events and meetings required in Seattle and throughout the region
<b>Reports to</b>	RBAW President (with close coordination with RBAW Officers), with a 90 day performance check in and annual performance review
<b>Overview</b>	Executive Director oversees the operational functions of RBAW to include Board and committee support, membership administration, event coordination, and database and website management. This role advocates for recreational boating in the region by coordinating and supporting volunteer leaders to further RBAW's mission and goals.

## **OBJECTIVES**

- Oversee daily operations of the organization while working closely with Board members and committees to assess and address issues affecting the organization
- Manage to revenue and expense goals as budgeted, to include expansion of contributing members
- Increase awareness of the organization by being the main point of contact for members and inquiries, and serving as an additional spokesperson for RBAW (with the progression to be the main spokesperson and face of the organization).

## **POSITION RESPONSIBILITIES**

### **Operations**

- Oversee general organizational management and day to day operational functions
- Continually build and edit RBAW's policy and procedure manual with a focus on process improvement
- Ensure compliance with employment labor and tax laws, all relevant national and local regulations, and organizational bylaws
- Manage contract or staff positions, and support organization's contract lobbyist
- Work with bookkeeper and Treasurer to manage organizational finances, filings, and budgeting process
- Serve as main point of contact for vendors and partner organizations



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### **Board and Committee Support**

- Support the Board of Directors meeting management, planning, and compilation of materials
- Communicate with organizational member delegates and provide any requested information
- Attend committee meetings (Communications, Executive, Finance, Legislative, Membership, Nominating and Governance) and support with meeting logistics, materials, notes, and action items
- Build and maintain online file storage system and support board and committee training and use

### **Membership Administration**

- Manage member dues collection and analysis via membership management software
- Focus on membership growth in all categories (individual, organizational, and expanded contributing member program)
- Serve as main point of email contact for member inquiries

### **Event Coordination**

- Manage venue, technology, communication and day of logistics for organizational events to include: annual legislative day, annual meeting, partner organization meetings, and annual boat show presence
- Work with committees to plan and execute future events with focus on revenue generation

### **Database and Website Management**

- Manage membership database, website, and all electronic communications using membership management software
- Support committees in regular website and social media updates and postings