CHIEF ADMINISTRATOR POSITION

The International Association of Clerks, Recorders, Election Officials, and Treasurers (IACREOT) is the premier professional organization for elected and appointed Clerks, Recorders, Election Officials and Treasurers from around the world. IACREOT focuses on professional development through education, networking, and an annual conference among the Association’s national and international members. IACREOT offers Members opportunities to exchange ideas elevate standards through education, develop efficient ways to serve the public and promote the ethics of public service.

IACREOT is seeking a motivated individual to serve in the position of Chief Administrator for the 500 Member Association. The Chief Administrator is the Chief Executive Officer of IACREOT and reports to the President and the Executive Board of the Association. The Chief Administrator shall be responsible for the Organization achieving its mission, program development, membership service and ensuring that IACREOT accomplishes its financial objectives.

The Chief Administrator is responsible for the day-to-day management of the Association, preparing Meeting agendas and notices, maintaining the Association’s records, responding to Membership, general public and vendor inquires, preparing press releases and handling press matters, supervising contract Staff, preparing necessary RFP’s for services, and preparing Association correspondence. Further responsibilities include providing leadership in developing programs; carrying out plans and policies authorized by the Board; promoting active and broad participation in all areas of the Association; maintaining a working knowledge of significant developments and trends in the field; and assisting in the preparation of the Budget.

The Chief Administrator oversees Membership retention and recruitment, and will oversee the George Washington University Certificate in Public Leadership Program, and perform additional duties, as from time to time as required by the President or Executive Board.

Qualifications: Formal Education: Academic Degree. Experience: Minimum five (5) years’ experience working in a nonprofit organization, including working with board of directors. Working knowledge of nonprofit fiscal management, including fund accounting and budgeting; demonstrated ability in public speaking, written and oral communication and interpersonal relations; and, experience in fundraising.

Other Requirements: Outstanding clerical skills; including use of computer programs, ability to compose documents, correspondence and development of policies and procedures manuals; maturity and high level of energy; and, valid driver’s license issued from state of residence.

Compensation Range: $25,000 to $30,000, subject to qualifications

Please submit Professional Resumes to:

Michael Winn, 1st vice President
IACREOT
5501 Airport Blvd.
Austin, TX 78751
Submission Deadline: October 31, 2013