

The National Funeral Directors and Morticians Association announces a search for an Executive Director. Our Association is the oldest minority funeral service association in the United States, and we are an international Association. The successful candidate must be willing to relocate to Atlanta Georgia where the Association's headquarters are located. This is an in-person position without the possibility of telecommuting. The candidate must be able to be bonded.

Start Date: December 1-15, 2021

Educational Requirements: Minimum: Bachelor's degree from an accredited college or university

Salary Range and Benefits: The base salary is \$75, 000.00 plus benefits, and a growth bonus is possible. For the successful out of state hire, a relocation allotment can be negotiated. The final contract is to be negotiated by the organization's Board of Directors.

Prior Experience: Minimum of three years' work experience in a management or leadership position

- Fund raising with a history of generating new revenue streams and the ability to develop resources for the financial health of the Association
- Grow Association membership nationally and internationally
- Promote existing programming and institute new programming
- Hire, supervise, retain, engage and train office staff, creating job descriptions and a personnel manual for the same
- Attend all meetings of the Board of Directors, and act as an advisor to the National President
- Outline strategic framework to support and guide the Association's mission for forward movement and advancement in cooperation with the President and Board of Directors
- Ability to work with licensees, NFD&MA Board, national and international schools of mortuary science, vendors, state boards of mortuary science and other national and international funeral service organizations
- Technology skills commensurate with the ability to monitor Association web and internet presence, concentrating on user friendly interfaces for Association members and the general public
- Have solid organizational abilities including planning, delegating, program development and task facilitation assuming responsibility for Association annual national convention, meetings, conferences and Board meetings
- Ability to interact with legislatures both national and local about rules and regulations concerning funeral services

- Outline strategic framework to support and guide the Association's mission for forward movement and advancement in cooperation with the President and Board of Directors
- Ability to work with licensees, NFD&MA Board, national and international schools of mortuary science, vendors, state boards of mortuary science and other national and international funeral service organizations
- Technology skills commensurate with the ability to monitor Association web and internet presence, concentrating on user friendly interfaces for Association members and the general public

The successful candidate must also be able to

- Quickly learn and absorb information about the funeral profession
- Be a skilled motivator
- Have a basic understanding of financials pertaining to Association operations receiving all monies coming into the Association, reviewing invoices, making deposits and reporting to the Treasurer while being responsible for fiscal management of meetings, the annual convention and national office
- Possess refined communication skills including public speaking and writing

Resumes will be received by email only at NFDMAExec@gmail.com

Resume deadline is October 15, 2021