

KING WILLIAM ASSOCIATION
Position Announcement
Executive Director
San Antonio, Texas

JOB TITLE: Executive Director, King William Association

The King William Association, chartered in 1967, is a 501 (c) (3) non-profit organization. A 16-member Board of Directors is elected by the general membership each year and provides oversight of this \$875,000 budget organization. The Executive Director under the direction of the Board of Directors, manages the numerous and varied activities, including preservation, zoning/urban issues and cultural projects/events. The primary fundraising event is the King William Fair.

RESPONSIBILITIES

Leadership:

- Support the Board of Directors by providing thoughtful and thorough explanations of issues and interests pertinent to the neighborhood. Identify risks, challenges, and improvements: organizational, financial, legal, community, or deviation from our goals and charter.
- Assure KWA has a long-range strategy aligned with the Mission and Charter to achieve the intent of the KWA in a timely and consistent manner.
- Provide leadership in developing programs, committees, organizational and financial plans with the Board and volunteers, and carry out the plans and policies approved by the Board.
- Establish and maintain relationships with the membership, city departments, elected officials, and other community entities.

Management:

- Provide oversight and evaluate KWA staff. Establish Board meeting agendas and carry out Board directed actions
- Maintain official records, documents, and policies by establishing general office procedures to ensure records are accessible and are in compliance with federal, state and local regulations.
- Establish and maintain manuals that codify KWA activities, policies and procedures, including personnel and committee manuals.
- Provide organizational and administrative support to the Board and committees.

Financial

- Maintain sound financial operational practices.
- Work with the Treasurer and Finance Committee to prepare budgets, ensure the KWA operates within the budget, and assist in preparing for audits/reviews as needed.
- Be familiar with the interpretation of standard accounting reports.

Communication

- Keep the Board and membership fully informed on the condition of the organization and important factors influencing it.
- Publicize the activities of the KWA and promote its programs and goals.
- Maintain open communication between the Board, staff and membership.

Qualifications

- Bachelor's Degree in Business or Public Administration, Urban Planning, Historic Preservation or related field
- Experience in non-profit sector management
- Experience working with boards or commissions
- Experience working with diverse group of volunteers and ability to engage participation
- Political and business acumen with a patient, collaborative and amiable nature
- Strong inter-personal and time management skills
- Excellent written and verbal communication skills, including strong public speaking ability
- Demonstrated interest in and commitment to needs of inner city historic district and community development, acting as ambassador for the KWA
- Flexibility in 40-hour work schedule

Work Conditions

Work performed primarily in the King William Association office. Out of office meetings are often required. Extended evening and weekend work is required at times to address time sensitive issues.

Salary and Benefits: Ranges from \$51,500 to \$65,000 annually, commensurate with experience. 10 paid holidays and 18 days personal leave.

To Apply: Send a one page statement of interest with a resume to King William Association, 122 Madison Street, San Antonio 78204 or to info@ourkwa.org