



## **NATIONAL CONFERENCE OF STATE LIQUOR ADMINISTRATORS**

### **EXECUTIVE DIRECTOR TO THE NATIONAL CONFERENCE OF STATE LIQUOR ADMINISTRATORS (NCSLA)**

#### **Association Information**

NCSLA is an organization representing state beverage alcohol officials from across the US whose purpose is to promote the enactment of the most effective and equitable types of state alcoholic beverage control laws; to devise and promote the use of methods which provide the best enforcement of the particular alcoholic beverage control laws in each state; to work for the adoption of uniform laws insofar as they may be practicable; to promote harmony with the federal government in its administration of the Federal Alcohol Administration Act; and to strive for harmony in the administration of the alcoholic beverage control laws among the several states.

#### **Responsibilities**

The Executive Director will be responsible for the day-to-day management of the organization, which will include the following specific responsibilities:

- Provide support to President and Executive Board
- Management of all correspondence with the Executive Board and the general membership
- In cooperation with the Executive Board, implement all objectives, initiatives and budgets
- In cooperation with Executive Board, organize the regional and annual conferences
- Identify and foster relationships for existing and prospective donors/sponsors
- Identify and secure sponsors from industry for regional and annual meetings
- Oversee membership drives and renewal campaigns
- Perform tasks relating to fiscal matters such as preparing profit/loss statements, cash flow statements, balance sheets, etc.
- Work closely with the organization's Board of Directors
- Maintenance of the organization's website

#### **Example of Duties:**

- Plan, coordinate and attend the NCSLA Annual Conference, Spring and Fall Executive Board meetings and the Western/Central and Northern/Southern Regions annual conferences;
- Record and transcribe minutes of all organizational meetings;
- Provide quarterly financial reports of the organizations expenses and income to the executive committee;
- Make payments for all accounts payable in a timely manner;
- Mail out annual membership dues invoices;
- Regularly update the organization's website;

- Actively recruit new members;
- Assist with the development and implementation of short and long term goals.

### **Requirements**

- A combination of education and experience substantially equivalent to graduation from a accredited four year college with five years of experience in office or organizational management, budget preparation and expense management.
- Knowledge of office practices and procedures, spelling, grammar, punctuation and word usage, use of standard office machines and equipment, filing methods and systems, working knowledge of computer programs, including Word, Excel and other database and web-based applications.
- Excellent writing and communication skills; ability to take detailed meeting notes, summarize and prepare reports, and deal professionally with the membership and the public in general.
- High degree of self-motivation and ability to work independently.
- Travel of approximately 20 days per year required.

### **Compensation:**

The position of Executive Director will be as an independent contractor compensated between \$50,000 - \$60,000 annually. Supplemental employment may also be obtained but must subordinate to the needs of NCSLA.

### **Application Process**

To apply, please provide a resume and a cover letter via e-mail to NCSLA's President, Hobert Rupe. Mr. Rupe's e-mail address is [Hobert.Rupe@nebraska.gov](mailto:Hobert.Rupe@nebraska.gov). Please copy Jeannie Bremer, who is currently assisting Mr. Rupe, with any cover letter and resume ensuring your materials are received. Jeannie's e-mail is [jbremer@nixonpeabody.com](mailto:jbremer@nixonpeabody.com).

All applications must be received by Wednesday, March 31, 2010.