

## **American Society of Botanical Artists**

### **Executive Director**

#### **Job Summary, a part-time position at 32 hours per week**

The Executive Director is the Chief Operating Officer of the American Society of Botanical Artists (ASBA), and as such, is responsible for carrying out the plans and policies established by the Board of Directors.

#### **The Executive Director's duties are to:**

- Manage operations and day-to-day functions
- Supervise staff and outside contractors
- Serve as a liaison between Board and staff
- Represent the mission of ASBA
- Oversee financial management and be actively involved in fundraising
- Serve on all standing committees in an *ex-officio* capacity

#### **Requirements**

- Excellent communication skills
- Knowledge of contemporary botanical art
- Ability to spend a minimum of one day per week at the ASBA office at the New York Botanical Garden or to visit the office as needed
- Attendance at all ASBA annual conferences
- Familiarity with current and evolving technologies

#### **Financial**

- Monitors operating funds, reserve accounts and expenditures
- Ensures compliance and timely filing of all government requirements
- Reviews books for accuracy
- Reports to the Treasurer regularly and collaborates on interim financial reporting
- Collaborates with the Treasurer in developing budgets
- Oversees and authorizes all regular expenditures

#### **Fundraising**

- Develops fundraising literature and appeals
- Identifies and arranges contact with potential sources of funding

#### **Annual Meeting/Conference**

- Reviews and approves the planning and implementation of the Annual Meeting as designed by the Annual Meeting Coordinator, a part-time staff member

#### **Board Relations**

- Reports directly to the Executive Committee of the ASBA Board of Directors on a monthly basis by teleconference
- Advises Board as needed
- Assists with arrangements for the Annual Board Meeting at the conference

**Exhibitions**

- Works with Director of Exhibitions to oversee exhibition related activities, advise on additional programming and budgetary details, and tracks contributors for catalogs.

**Journal**

- Reviews and approves Editor's plans for upcoming issues
- Proofreads for content, grammar and style
- Writes a topical and inspirational Executive Director's letter for each quarterly issue

**Legal and Taxation**

- Researches and recommends actions that maintain and protect ASBA's nonprofit status
- Collaborates with ASBA's accountant in reviewing the books and preparing year-end reports and tax filings
- Reviews insurance coverage on a timely basis
- Maintains current access permissions for all ASBA contracts and accounts

**Membership**

- Supervises Administrative Assistant who maintains a membership database and provides member services
- Sends bulk emails to inform the membership
- Advises new Chapter and Circles as needed

**Staff**

- Supervises both staff and outside contractors
- Reviews staffing requirements, job descriptions and pay levels

**Website**

- Interfaces with ASBA's Webmaster, a part time consultant
- Periodically reviews and approves website content
- Ensures that website content is current and correct