

**SAN DIEGO PRESS CLUB  
EXECUTIVE DIRECTOR  
JOB DESCRIPTION**

<b>Executive Director</b>	Applications due by: <b>April 24, 2023</b>	<b>San Diego Press Club</b>
<p><b>Overview:</b> The Executive Director for the San Diego Press Club shall provide the following services as and when needed and directed to do so by the association’s board, executive committee, and standing committees. In the position of Executive Director, the selected contractor will maintain a professional position within the association’s committee structure. As an integral part of the team, the Executive Director serves as a professional liaison between the association and the local community served by the club. The Executive Director serves as an informed resource person to the association’s board and standing committees, interfacing with these committees to ensure that work is consistent with the club’s goals and objectives.</p>		
<p><b>Goals:</b> The Executive Director has the overall responsibility to coordinate and facilitate the association’s goals, objectives, and legal requirements by handling the administrative management of the Club, with emphasis placed on the coordination of the annual Excellence in Journalism (EIJ) Awards event, which serves as the largest fundraiser of the year. The expectation for the selected contractor is an average of 20-25 hours per week.</p>		
<p><b>Scope of Work:</b></p> <p><b>Event Support (70% of service time)</b></p> <ul style="list-style-type: none"> <li>a. Lead event coordination of the annual EIJ Awards Event in early fall</li> <li>a. Assist event committee chairperson(s) as requested with the management of Club programs and professional development activities (up to six events per year)</li> </ul> <p><b>Financial Administration Support (10% of service time)</b></p> <ul style="list-style-type: none"> <li>a. Track income and expenses with PC-compatible bookkeeping system (QuickBooks or similar system)</li> <li>b. Maintain club invoicing system</li> <li>c. Work with Board Treasurer to prepare monthly financial reports and annual budget</li> <li>d. Provide necessary financial data to accounting firm retained by Press Club for tax preparation and ongoing financial reports</li> </ul> <p><b>Board &amp; Committee Meeting Support (5% of service time)</b></p> <ul style="list-style-type: none"> <li>a. Assist with preparations for monthly meetings of the Club’s Board of Directors</li> <li>b. Attend board meetings and any special meetings that may come up between monthly board meetings, facilitating the collection and distribution of meeting notes and agendas.</li> </ul> <p><b>Sponsorship Administration &amp; Support (5% of service time)</b></p> <ul style="list-style-type: none"> <li>a. Assist with the collection of sponsorship monies when necessary and maintain documentation for tax purposes</li> </ul>		

- b. Maintain sponsor database

**Administrative Support (5% of service time)**

- a. Maintain association’s accounts, files, minute book, bylaws, etc.
- a. Submit yearly forms to the State of California and the IRS to ensure compliance for the nonprofit.

**Timeline & Workload**

- a. Board meetings (on Zoom) are held monthly - at noon on the second Monday of each month. Most committee meetings are held on Zoom
- b. Workload will vary on a seasonal basis, with more administrative support hours required in the period leading up to the EIJ Awards event in October

**Required Knowledge, Experience & Skills**

- Two years nonprofit or similar administrative experience
- Knowledge of and based in the San Diego media market
- Knowledge of and willingness to expand skills related to online tools such as Zoom, Constant Contact, Canva, WordPress, etc.
- Proficiency with Quickbooks
- High proficiency in the Google Suite (Gmail, Google Drive, Google Sheets, Google Docs, Google Forms) and Microsoft Office (Word, Excel, PowerPoint)
- Ability to be highly organized and work with significant attention to detail
- Exceptional writing and oral communication skills in English
- Flexibility to work evenings, weekends, and extensive periods of time if necessary or required on occasions (i.e. during the preparation for the EIJ Awards Event)
- Must be willing to adjust personal work schedule to meet demands of the position
- Ability to balance multiple tasks and remain flexible in thinking and decision-making in changing situations
- Ability to maintain effective and professional working relationships and communication with board members, donors, vendors and the public or media

**Preferred Knowledge, Experience & Skills**

- High proficiency with Quickbooks
- Familiarity collecting and preparing data to submit to accountant for 990 filing process a plus

**Submission Requirements:**

Please provide the following information in your application:

- a. Resume (2 pages max.)
- b. Cover Letter (1-2 pages)

**Term: Begins on or after May 15, 2023. A 60-day written notice, with receipt acknowledged by the receiving party, will be required for either party to terminate the agreement.**

**Budget: \$2,500/month**

Contact: **Terry Williams**

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