

Metal Finishing Associations of California: Executive Director

The Metal Finishing Associations of California (MFASC, MFANC, and MFASD) are seeking a Director to fill a recently vacated position. As the Executive Director, you will report to the Executive Committee and Board of Directors of the associations. The Director is responsible for planning, organizing, and directing association resources to accomplish the objectives set by the Association leaders. Key responsibilities will be membership retention and growth, promotions and fund raising, and supporting the association's efforts to monitor, inform and advance the legislative and regulatory issues associated with the metal finishing industry.

Position Responsibilities:

- Make regular contact with members and potential members including onsite visits.
- Manage the daily business operations and budgets of the associations.
- Supervise an administrative assistant.
- Organize monthly workshops and board meetings, and prepare related documentation.
- Monitor and report on legislative and regulatory developments impacting Association members.
- Represent the association at meetings with USEPA, Cal/EPA, Cal/OSHA, DTSC, OEHHA, SCAQMD, LACSD, AQMD, NASF, or any other group or agency as required.
- Develop briefings, updates, articles, etc. for the Association membership including a regular newsletter.
- Prepare reports, data and other materials regarding emerging policy issues to the committees and Association to inform policy strategies and planning.
- Engage and educate the Association's members on relevant state and federal regulatory and legal developments.
- Maintain and continuously improve the Association's website for both public and member information.
- Coordinate executive committee and board meetings.
- Assist the Association Lobbyist with the coordination of responses to regulatory and legal issues.
- Oversee Association agreements, insurance, bookkeeping, and tax preparation service providers.
- Organize and lead special events, meetings, and conferences.
- Travel to Northern California and San Diego Quarterly for workshops and dinner meetings.
- Arrange and attend Annual Legislative Action Day in Sacramento.
- Maintain regular communications with the National Association, NASF.

Skills:

- Marketing, Sales, Promotions and Membership Growth.
- Excellent communication skills, including verbal, written and presentation abilities.
- Experience in the manufacturing and/or metal finishing industry a plus, preferably with an understanding of regulatory issues facing the industry.
- Fund Raising Activities including soliciting sponsors and participants for events
- Vision and strategic planning for increasing member benefits.
- Ability to coordinate and help develop multimedia communications including webinars and video conferencing.
- Experience with website design and maintenance preferred.
- Ability to read, analyze, interpret and summarize proposed and enacted legislation and regulations.
- Managing work by third parties.
- Ability to manage and report on budgets and financials.
- Ability to prioritize and multi-task while paying attention to detail, meet tight deadlines, and accommodate unscheduled travel.
- A high level of self-motivation and professionalism.
- Ability to coordinate initiatives and/or projects and to deliver creative solutions.

Compensation:

The Executive Director salary is commensurate with the applicant's experience and qualifications and is open to an incentive bonus program based upon annual review of performance.