

The Nebraska Hospitality Association is seeking an experienced, enthusiastic, and innovative leader with strong financial and communication skills to serve as Executive Director. In partnership with the Board, of this highly resourceful and respected organization, this position builds membership and develops collaborative relationships with volunteers, industry partners, and key people. The Executive Director monitors legislation, represents members in hearings, and attends National Hospitality Association events and conferences. The Executive Director has overall strategic and operational responsibility for staff, programs, expansion, and execution of NeHA mission.

## **DUTIES AND RESPONSIBILITIES**

### **Leadership**

- Develop, maintain, and support a strong Board of Directors and seek and build board involvement with strategic direction
- Engage and energize our volunteers, board members, event committees, partnering organizations, and funders.
- Encourage careers in the hospitality industry; reach out to and engage young people in new ways
- Strengthen advocacy with legislative groups
- In collaboration with the Board, develop and implement strategic plans and promote a shared vision for the future

### **Financial**

- Responsible for fiscal integrity, prudent financial management and reports to members. Including timely billing and collections.
- Fund raising and resource development to meet mission requirements.
- Monitor and grow revenue from traditional sources and identify new revenue streams and added value member benefits.
- Effectively plan and manage all financial resources, including developing operating budgets

### **Communications**

- Enthusiastically engage in public outreach to educate the public on the importance of the hospitality industry to Nebraska's economy
- Deliver clear concise presentations with enthusiasm and passion that demonstrates knowledge of the industry and member interests
- Deepen and refine all aspects of communications from web presence to external relations to create a stronger brand
- Strategically identify outreach and communication vehicles to various target audiences that will expand awareness of the Nebraska Restaurant Association and grow membership
- Develop a network of productive relationships with peers, volunteers, media, board members and committee chairs to generate engaging content and communications opportunities.

- Regularly communicate about the activities of the organization, its programs, benefits and goals to the Board, members and public

### **Administration**

- Manages staff resources, effectively aligning structure and accountabilities to support organizational goals and the mission
- In collaboration with staff, streamline systems, processes, and equipment to ensure operational efficiency and effectiveness
- Coordinate the workflow and manage day to day operations of the office, staff and volunteers

### **EDUCATION, SKILLS AND/OR EXPERIENCE**

- Bachelor's degree required
- Minimum five years of management experience and preferably some restaurant or hotel experience
- Strong interpersonal skills. Self-motivated and highly effective organization, communication and analytical skills
- Strong written and verbal communication skills; a persuasive and passionate communicator
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Results driven with multitasking ability
- Strong planning and organizing skills
- Excellent attendance and timeliness
- Collaborator/team player
- Good decision maker and timely problem solver
- Knowledge or experience with grant writing helpful
- Planning and budgeting experience at the \$500,000 level
- Past success in working with Boards of Directors and volunteers

### **LOCATION**

- Position is based in Lincoln, Nebraska in a casual environment, offering an excellent work life balance. We affiliate with our industry partners, the Nebraska Retail Federation, the Nebraska Grocers and the Omaha Restaurant Association, which offers operational efficiencies and good collaboration.
- This position requires some travel within Nebraska, including overnight travel. Valid driver's license and reliable transportation required

### **Compensation**

- Compensation & benefits are negotiable based upon the candidate's skills and experience.