

Non-Profit Executive Director

The Association of Community Publishers (ACP) is a progressive non-profit dedicated to helping community publishers succeed and grow. We're emerging from a pending merger between the country's best-known community publishing advocacy groups: IFPA (Independent Free Papers of America) and AFCP (Association of Free Community Publications). The collective associations have been the catalyst for industry prosperity for more than 50 years, and the pending merger will make ACP the largest organization advocating for community publishers in the United States with nearly 200 member publications. The selected candidate will be a self-starter able to creatively complete projects on time and within budget. Applicants will work with an energetic board of directors who oversee and give guidance about successfully navigating the position, but the Executive Director will be the chief executive officer of the organization.

NOTE: This is a remote job since the association does not have a home office. The job can be handled from anywhere in the Continental United States. You will work from your home/office and may be reimbursed for typical office expenses.

Executive Director Job Responsibilities:

Responsible for planning, organizing and directing the group's operations and programs.

- Work with the Board of Directors to develop and implement goals to transform the new ACP organization and position it for future growth.
- Develop and implement consistent initiatives and cost accounting policies, procedures and operational reporting/metrics.
- Oversee and report on the organization's results to the board of directors.
- Prepare accurate and timely analyses that capture and communicate fundraising results, budget variances and performance trends.
- Provide leadership to and manage the efforts of staff to ensure appropriate support for all members.
- Supervise the development of operations-based financial modeling.
- Coordinate and lead annual budget reviews, monthly and quarterly reviews, and periodic forecast updates with operational and senior management for all locations.
- Approve major systems implementations related to cost and membership recruitment.
- Work with a diverse, highly qualified staff and volunteers by providing publisher coaching, growth, and personal development for members.

- Ensure that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.
- Successfully market and maintain a national classified advertising and display advertising sales program. Work directly with advertising organizations at times and close sales when necessary.
- Oversee and plan an in-person national conference annually, as well as set up and execute regular Zoom-type conferences throughout the year.
- Establish and meet, subject to board approval, annual new member solicitation goals, with possible salary bonus for successful completion of goals.

The executive director will be expected to work 40+ hours per week, with most work conducted on weekdays but some weekend/night work possible. Paid vacation and personal leave are available. Efforts are managed remotely as board members, publishing members and staff are located across the continent. Starting salary for the position is \$75,000 annually for a qualified candidate.

Executive Director Qualifications / Skills:

- Demonstrated leadership and management skills
- Ability to multi-task
- Take initiative
- Work independently
- Creative problem-solving skills
- Enthusiastic
- Dynamic
- Flexible
- Organized
- Collaborative
- Existing social media/online skills

Education, Experience, and Licensing Requirements

- Bachelor's Degree in Finance, Accounting or Management preferred
- 10 or more years of management experience in an operational environment
- 5 or more years management or supervisory experience

If you enjoy a fast-paced, stimulating environment where your efforts are encouraged and rewarded, revel in working with remote teams, have out-of-the-box ideas on connecting with members, thrive in the spotlight, and can be the "face" of an organization, please send your resume and a cover letter — no later than March 10, 2021 — expressing your interest and qualifications to employment@communitypublishers.com.

NOTE: For further information about the pre-merged associations, visit www.ifpa.com and/or www.afcp.org