

Ballston Spa Business and Professional Association

Job Description

Position: Executive Administrator

Responsible to: The Board of Directors

Position Summary

Administrative position. Successfully lead, support and collaborate with board committees in their work on events/activities with the Ballston Spa Business and Professional Association (BSBPA) in accomplishing its mission and vision by providing leadership and expertise on downtown issues; working with the Board of Directors; developing partnerships and relationships with the Village and other entities, both public and private, which share the goal of a stronger downtown; and creating and implementing strategic planning initiatives to develop and sustain a vibrant downtown in which to live, work, play and invest.

Essential Functions:

- Serve as the ambassador for the BSBPA, and as an advocate for the downtown businesses and resident members.
- Maintains a climate which attracts, keeps, and motivates top quality people, both professional and volunteer.
- Maintain website, social media, and email newsletter, press releases, promotions, weekly updates to members.

Policies

- Assists the Board of Directors in the formation of policies and ensures the implementation of these policies
- Assists in developing operational procedures in accordance with regulations and legal guidelines
- Inform the Board of Directors of all relevant policy, operational and community issues

Governance Meetings

- Attends all meetings as required by the Board of Directors

Fiscal

- Receive and process membership fees, online payments, and invoices
- Generate monthly invoices for membership dues, map guide ads, sponsorships
- Coordinate financial transactions with board treasurer on a weekly/bi-weekly basis
- Ensures compliance with fiscal policies and procedures

Planning

- Assists the Board of Directors in developing and implementing a strategic long-range plan in order to realize agency's mission, goals and objectives
- Assists the Board of Directors in developing and adhering to annual goals and objectives for the organization

Fundraising & Public Relations

- Effectively represents the Ballston Spa Business and Professional Association within community and at community functions when necessary.
- Establishes and maintains effective working relationships with Board members, public officials, community groups and general public.
- Must be able to attend fundraising events, ribbon cuttings, chamber and networking events and village projects.

Other

- Gives direction to the formulation and leadership for the achievement of the organization's philosophy, mission and strategy and its annual objectives and goals
- Works closely with the Board of Directors to fulfill the mission and accomplish goals set forth by the corporation.
- Ensures the Board of Directors is fully informed on the condition of the organization and all relevant policy, operational and community issues influencing it.
- *Assumes additional responsibilities as required/directed by the Board of Directors.*

Knowledge, Skills and Abilities:

- Comprehensive knowledge of the principles and practices of downtown management (including economic development, management, public safety, beautification, marketing, member services, and fundraising).
- Significant leadership, managerial, administrative, and fiscal management skills. Ability to develop and foster cross-functional work teams and supervise volunteers and establish priorities and handle multiple issues under pressure.
- Must be able to communicate professionally, diplomatically, non-politically, clearly, effectively, and accurately in both oral and written communications.
- Must possess valid automobile operator's license with the ability to provide one's own transportation.
- Must be computer literate with experience in Microsoft Office 365, Adobe Acrobat Pro DC, Google Drive, Google Docs, and Zoom
- Experience managing a Website including, WordPress, WooCommerce, Authorize.net, Siteground and Clover Security is preferred.
- Ability to respond to common inquiries or complaints from customers, and members of the business community.

Education and Experience Requirements

- Bachelor's degree in business or public administration, communications, economic development or related area, or relevant work experience.
- A progressive, successful track record demonstrating leadership in event management, downtown development, real estate and/or economic development desired.

This is a full-time work from home position; Competitive salary based upon experience and expertise. Full-time paid training with current administrator provided prior to taking over full position.