



Opportunity Announcement

The Arkansas Good Roads Foundation is seeking dynamic, engaging and highly qualified professionals for consideration to fill the role of executive director. This position is responsible for driving growth and awareness, critical to achieving the objectives of the Foundation.

The Arkansas Good Roads Foundation is a 501(c)(3) non-profit, tax-exempt and tax-deductible organization. The purpose of the Foundation is to promote adequate funding and financing for the planning development, construction and maintenance of a safe and efficient highway, road, street and bridge system that facilitates statewide economic growth, thus increasing private-sector job creation and retention.

The executive director should have strong leadership skills, with ability to develop strategies and employ efforts utilizing public research, programs, communication and education to shape public opinion on the importance of adequately funded infrastructure and its link to Arkansas's economic prosperity. The individual will be expected to serve in a high profile, accessible and knowledgeable role to organization members, the media and civic groups on issues related to transportation funding and economic development. Experience dealing with a wide array of members, stakeholders and supporting organizations is a plus.

The executive director shall execute the day-to-day operations of the organization and serve at the pleasure of the Executive Board.

Position Description

Governance

- Ensure compliance with organization's by-laws and other governing documents
- Recommend meeting schedules, agendas and provide supporting materials for Board use

Membership and Resource Development

- Develop and implement programs or initiatives to attract new members and maintain current membership
- Provide opportunities for members to engage, network, and collaborate together in a mutually beneficial manner
- Visit members and organizational partners
- Serve as primary contact for member concerns, inquiries or unresolved issues
- Regularly communicate with general membership, including newsletters, magazine and events
- Develop program, plan and coordinate content for annual meetings, including securing speakers and sponsorships
- Serve as liaison to other groups and stakeholders as required
- Develop, maintain and foster relationships with government and professional organizations, political and community leaders throughout the state
- Coalition build with like-minded state and local organizations
- Assist with fundraising initiatives as needed

Education and Communication

- Create and execute programs to enhance general interest in improved public roads
- Develop and manage grassroots network in support of Foundation objectives
- Serve as Foundation spokesperson
- Appear at meaningful opportunities, communicating to public and private constituencies the importance of good roads
- Serve as executive editor for GOOD ROADS magazine, to include planning content, edit, advertisement sales, etc.
- Manage content for the Foundation website

Finance and Administration

- All administrative duties to facilitate correspondence, communication, receiving dues and paying operational expenditures
- Recommend and adhere to annual budget
- Report regularly to Executive Board on financial status of organization
- Establish or maintain internal controls to prevent fraud and abuse
- Secure and facilitate outside audit annually
- Ensure compliance with IRS regulations governing 501(c)(3) organizations

Desired Skills and Attributes

- Outstanding leadership skills
- Strong written and verbal communication skills
- Familiarity with transportation funding, grassroots advocacy, and organization management
- Mission-driven and self-directed

- Thorough understanding of board relations
- Policy development and analysis
- Established connections with elected and appointed officials
- Willingness to travel on an as-needed basis

Send resumes to anne@bestmanagement.net