

EXECUTIVE DIRECTOR – MIDWEST FREE COMMUNITY PAPERS

The Executive Director plays a pivotal role in providing strategic leadership and operational oversight to Midwest Free Community Papers (MFCP), ensuring the organization achieves its objectives effectively. They are responsible for managing resources, implementing policies, and driving member services to align with the association's goals. The Executive Director is also tasked with long-term planning to enhance MFCP's standing as a premier organization within the community paper industry. The Executive Director reports to the MFCP Board of Directors.

PRIMARY DUTIES:

Strategic Leadership: Develop and execute comprehensive strategies to enhance the effectiveness and profitability of MFCP, in accordance with established policies and regulatory requirements.

Sales and Marketing: Lead advertising sales efforts for the association, including training members on leveraging MFCP networks.

Financial Management: Prepare, allocate, and maintain the budget to ensure fiscal responsibility and sustainability.

Resource Management: Oversee the maintenance of MFCP property and equipment, as well as the management of human resources, including recruitment, training, and retention of staff.

Governance and Collaboration: Work closely with the Board of Directors, contributing ideas and recommendations to guide the direction of the association. Facilitate the creation and management of committees and their meetings.

Program Oversight: Evaluate and oversee all MFCP programs to ensure they meet the needs of members and align with organizational goals.

Member Relations: Manage member, customer, and vendor relations, addressing inquiries, resolving issues, and ensuring high levels of satisfaction.

Communication and Outreach: Oversee the production of the monthly MFCP newsletter, plan association meetings, and coordinate with board members to arrange speakers and programs.

Innovation and Development: Research, develop, and evaluate new sales and member benefit programs to enhance the value proposition for members.

Networking and Representation: Engage with Free Paper Associations and related organizations to stay informed and involved in industry developments.

Website Management: Oversee the maintenance and development of the MFCP Internet site to ensure it remains current and user-friendly.

Administrative Tasks: Prepare various communications, marketing materials, proposals, and presentations as needed.

Sales and Pricing Analysis: Conduct research, analyze market trends, and recommend adjustments to pricing schedules as necessary.

Event Coordination: Oversee the awards contest and work with members to promote and increase their participation in MFCP programs.

Skills and Abilities:

- Excellent communication and interpersonal skills, both written and verbal.
- Strong organizational, analytical, and problem-solving abilities.
- Proven managerial skills, including planning, directing, and organizing.
- Demonstrated sales expertise, particularly in advertising.
- High proficiency in computer usage and relevant software.
- Valid Driver's License with reliable transportation and insurance.

Experience:

- Thorough knowledge of the Free Paper Industry, with experience in sales, marketing, business administration, and accounting.

Working Conditions:

- Part-time position primarily performed in a home office setting, with occasional travel required.

DISCLAIMER CLAUSE:

This job description outlines the primary duties and requirements of the Executive Director role at MFCP. It is not exhaustive and may be subject to modification to reasonably accommodate individuals with disabilities or to meet evolving organizational needs. Employment is at-will, and the Executive Director will be expected to perform any other job-related duties as assigned.