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| **Job Title:** | Executive Director | **Member, Board of Directors:** | Yes |
| **Term of Office:** | Indefinite (yearly contract) | **Member, Executive Committee:** | Yes |
| **Route to Office:** | Contracted | **Voting Member of the Board:** | No |
| **Accountable To:** | UAND Board of Directors; Academy of Nutrition and Dietetics (AND) | | |

**Position Purpose**

Provide consultative oversight to UAND in addition to maintaining a functional central office.

**Priority Job Responsibilities**

This section outlines the most important duties of this position. These responsibilities must be performed in order to maintain reasonable functioning of the organization. The incumbent must find a replacement to fulfill the responsibility whenever she/he is unable to carry out the designated responsibility:

* Work with the President to maintain continuity of UAND meetings and activities.
* At the end of the current fiscal year, provide an updated copy of the budget to the Treasurer to start the new fiscal year.
* Facilitate official UAND email communication.
* Facilitate official UAND phone communication.
* Maintain UAND website.
* Manage registration function for Annual Meeting.

**General Job Responsibilities**

**Job Function – Consultation**

1. Blends practice and board experience to provide counsel to board members on the strategic plan based on historical activities of the organization.
2. Meets regularly with the Presidents to facilitate efficient operation of the organization through timely changes to policies and procedures, bylaws and board activities.
3. Facilitates communication between the Academy, UAND Board, affiliate members and the public.

**Job Function – Business**

1. Uses the Academy of Nutrition and Dietetics (AND) Data Management Information System (DMIS) to acquire Utah Association member data for various purposes including, but not limited to: Address label printing (on request), updates to membership e-mails and e-mail account, updates to e-mail service, member information queries by staff members, etc.
2. Assists the Annual Meeting Committee with Annual Meeting arrangements in whatever manner is needed by the Annual Meeting Chair. Specifically assists with the registration function including managing the registration desk at the annual meeting.
3. Coordinates office functions by generating documents and reports, maintaining correspondence, and completing all business tasks as assigned in a timely manner.
4. Completes strategic plan responsibilities.

**Job Function – Financial**

1. Maintains record of all requests for job announcements by employers including payments for job announcement services.
2. Assists the Treasurer by forwarding all financial related documents including checks and payments in a timely manner.
3. Utilizes resources appropriately by maintaining accurate documentation of Executive Director hours billed and for all other expenditures.
4. Creates billing invoices and charges for services rendered in a timely manner.

**Job Function – Communication**

1. Interact with UAND Board Members and all other customers using effective communication skills; written, and verbal, to share information and resolve problems, ensuring that UAND and customers needs are met.
2. Mail: Visits the UAND PO Box once per week, on average, to pick up mail. Opens all mail to determine forwarding of mail to appropriate UAND staff members. Forwards pertinent mail to UAND staff members; discards unneeded mail.
3. E-mail: Maintains an e-mail account for the Association. Checks e-mail frequently and forwards e-mail communication to staff members and others as appropriate. Using an e-mail delivery service since pertinent e-mails to the UAND membership abstracted by the Pres. and other staff members. Updates member e-mail addresses in both the Association e-mail account and e-mail delivery service on a quarterly basis.
4. Telephone: Checks the UAND phone message line weekly, on average, for messages. Forwards information from phone messages on to staff members and Association members as appropriate.
5. Website: Maintains content on UAND website as directed by staff members and in a manner to provide timely communication to Association members. Acts as a liaison to website developers for bug fixes and enhancements to the website. Assures that hosting and domain services for the website are paid and maintained.
6. Attends Association board meetings when possible and contributes as appropriate.
7. Attends to any other duties as assigned by President.
8. Assists all other staff members and Association members under the direction of the President.

**Job Qualifications**

**Minimum**

This position requires extensive computer background in Microsoft Office Tools including: Word, Excel, PowerPoint, and Access with the ability to type 60 words per minute and create databases. Must have a clear, understandable speaking voice and be able to speak, read, and understand English. Must possess proficient math skills for accounting purposes. Excellent customer service, public relations, and interpersonal skills are needed to tactfully and efficiently solve customer problems in a timely manner. Must be able to work independently with very little supervision meeting deadlines as required.

**Preferred**

Registered Dietitian preferred. Board member experience preferred. Dietetics practice experience preferred. Additional experience in computer support, web design experience in management, and accounting experience highly desirable.

**General Physical Demands and Working Conditions of Job**

1. Must be able to work effectively under high stress conditions.
2. Must be able to spend 2-5 hours per week on UAND activity.