

# **JOB POSTING - EXECUTIVE DIRECTOR**

Rochester Hills, MI



Reports To: Mead Institute Executive Board with 360 Feedback from Operations Manager

Position Type: Full Time

Compensation: Salary Commensurate with Experience up to \$100,000, Benefits Package

## **SKILLS AND QUALIFICATIONS:**

- Must be 21 years of age or older.
- College diploma required. Master's Degree Preferred (Org Leadership, MBA, Non-Profit Management, or associated field).
- High level of craft beverage product knowledge preferred.
- Previous management or leadership experience preferred.
- Ability and willingness to maintain a flexible work schedule – occasional weekends, evenings, and extended workdays are necessary.
- Ability to work independently with little supervision – self motivated.
- Working knowledge of Microsoft Office & Google Drive: Docs, Sheets, Slides, Forms.
- A high level of professionalism and commitment to quality.
- Strong written and oral communication skills.
- Strong networking and relationship development skills.
- Strong organizational, planning, and project management skills.
- Excellent customer service and interpersonal communications skills.
- Flexibility with a growing organization.
- Achieve membership growth, education sales and sponsorships to ensure financial sustainability.

## **ROLES AND RESPONSIBILITIES:**

- Develop and achieve strategic and operational objectives in support of Mead Institute mission and strategic goals
- Build relationships industry wide and in parallel industries.
- Recruit sponsors for Mead Institute events and educational programming. ➤ Oversee social media and email updates including Instagram, Facebook, Pinterest, TikTok and email newsletter service.
- Project and people management.
- Management and oversight of order fulfillment and shipping.
- Organize and execute webinars. Communicate with the board in planning appearances and tastings.
- Ensure maintenance and updating membership contact information regularly. ➤ Work with the board to keep members informed of new offerings and events, as well as strategic planning and development.
- Conduct regular calls with members.
- Budget and staffing decisions, including hiring and firing in consultation with the board.
- Update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations. Accomplishes marketing and organization mission by completing related tasks as needed.

- Protects the organization's value by keeping information confidential. Other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS:**

- The employee is frequently required to stand, walk, sit, use hands to handle or feel, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.
- Vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- Must be able to lift and move 50 lbs.

**TO APPLY:**

Please provide a résumé, cover letter, references and application to [alyson@meadinstitute.com](mailto:alyson@meadinstitute.com)