

**Southwest Virginia Chapter
Community Associations Institute**
P.O. Box 21391, Roanoke, VA 21391 (540) 339-1224
Web site: www.caiswva.com

**Part Time Employment Opportunity
Chapter Executive Director**

Regional based non-profit association seeks dynamic executive director to lead a growing association. The association is a chapter of an international association and has a membership of approximately 124 members, volunteers and business partners.

Job Summary: The Chapter Executive Director (CED) is responsible for implementing the Chapter's mission and goals, directing the daily activities, and overall administration of Chapter operations. The CED must possess highly developed interpersonal communication and negotiation skills and a demonstrated capacity to build and maintain relationships with diverse communities, Chapter volunteers and employees, organizations, government, media, and other interests. The CED is the face of the Chapter and at all times should promote the growth and inclusion of all current, new, and potential members.

Skills and Qualifications: The successful candidate must be a self-starter with strong communication, administrative, motivational, problem-solving and interpersonal skills. Be an effective leader of the Chapter and work effectively with volunteers, committee and board members and provide strategic direction for the organization. Must possess excellent time-management, event planning, and organizational skills, be able to work under pressure and meet deadlines, and be able to implement strategic initiatives and objectives. Must also have a designated work-space at home and be able to plan, travel to, attend and direct Chapter events in the Southwest Virginia area. Physical ability to move moderately heavy boxes and materials. Have a working knowledge of office technology, including application of computer programs; web-site development and HTML experience is highly desirable.

It is preferred that candidates for this position have prior experience in fundraising, public speaking, public relations, membership relations, financial management and marketing. Candidates must be familiar with how to develop a budget and should be familiar with publication management. Candidates must write well, have an eye for editing, be able to communicate, delegate, coordinate and perform Chapter work effectively.

Requirements for Consideration: Candidates must have a bachelor's degree or commiserate work experience; a Certified Association Executive (CAE) designation is preferred. Two to five years of prior experience in a management or supervisory position is required with a preference for prior experience in non-profit association or trade group management.

For immediate consideration, please forward your resume, cover letter, and salary requirements to: info@caiswva.com. Accepting applications through **May 15, 2021**.

About Southwest Virginia Chapter Community Associations Institute

CAI is the only national organization dedicated to fostering responsive, competent community associations. SWVA-CAI is the primary organization in the Southwest Virginia region dedicated to fostering vibrant, responsive and competent community associations. Our Chapter serves the educational, business, advocacy and networking needs of community associations and industry professionals in the regions within Southwest Virginia. Members include condominium, cooperative, and homeowner associations as well as those who provide services and products to associations. Our purpose is to provide education, advocacy, and networking opportunities to the Association's members, as well as industry leaders, common interest community associations, boards of directors, public agencies and interested members of the general public in the Southwest Virginia area in the form of seminars, public forums, networking socials and producing publications. Visit our web site for additional information: www.caiswva.com.

This job description should not be interpreted as all-inclusive but is intended to identify the major responsibilities and requirements for the position. The CED may be required to perform job-related responsibilities and tasks other than those stated in this job description commensurate with the needs of the Chapter. The position and requirements may be redefined or restructured in the future to meet the needs of the Chapter. SWVA-CAI is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.