

## **Executive Director**

Offered By: Midwest Booksellers Association

Benefits: Health, 2 wks pd vacation, others negotiable

Duration: Full Time+

Location: Minneapolis, MN

Resumes accepted through August 15<sup>th</sup>, 2010

### Responsibilities

- Administration of the association, including daily management of operations and supervision of staff.
- Planning and implementation of marketing programs and association initiatives.
- Direct supervision of the Assistant Director.
- Development and maintenance of membership in the association by booksellers, publishers, and other industry professionals.
- Planning and executing programs and services such as the MBA Trade Show, MBA Catalog, Midwest Connections regional marketing program, Midwest Booksellers' Choice Awards, Spring Meetings, and the association's website.
- Planning and overseeing financial budgets for general operations, the Trade Show, the MBA Catalog, Midwest Connections, and all other association programs and services. This includes selling space in the catalog and trade show to publishers on an ongoing basis.
- Provides budget updates and reports to the Board of Directors, and monitors income and expenses in all budget lines on an on-going basis.

### Qualifications

- Bachelors Degree required.
- Minimum 5 years experience in the bookselling, publishing, or related industry.
- Self-starter and motivator able to multitask and manage multiple complex projects and meet deadlines.
- Able to work extended hours as needed.
- Ability to communicate effectively, with strong interpersonal and professional writing skills.
- Ability to travel domestically as needed to meetings and conferences.
- Proficiency in Microsoft Office.
- Attention to detail, exceptional follow-up skills and the proven ability to work within fast-paced, environment.
- Knowledge of independent bookselling and publishing a plus.

Email: [store@bookshelfwinona.com](mailto:store@bookshelfwinona.com). Please use "Executive Director Position" in your subject heading.