

## **International Propeller Club of the United States Executive Vice President Job Description**

The International Propeller Club of the United States is an international business network dedicated to the promotion of the maritime industry, commerce, and global trade. It has over 5,000 members in more than 75 chapters or “Ports” located in maritime locations around the world, including over 25 in foreign locations.

**Title:** Executive Vice President

**Status:** Full time

**Reports to:** International President, Board of Directors and Executive Committee

**Work Schedule:** Times negotiable, nights and weekends as needed

**Positions supervised:** Direct supervision of one staff member

The Executive Vice President (EVP) is a motivated, creative individual with experience in the maritime industry and is responsible for the day-to-day operations of the International Propeller Club of the United States. The EVP uses a broad range of skills to oversee all activities and functions of the International Propeller Club of the United States. He/she is the public face of the International Propeller Club and is responsible for working with the Board of Directors, the Executive Committee and individual Propeller Club ports around the world to give the proper strategic direction and further the goals of the organization. The EVP serves *ex officio* without a vote on the Board of Directors, the Executive Committee, and all standing committees.

**Salary:** Negotiable depending upon experience, with a bonus for corporate sponsorship funds for which he/she is responsible

### **Principal Responsibilities:**

- Serves as the chief liaison to the over 75 U.S. and international ports
- Works collaboratively with elected officers, Executive Committee and Board of Directors to further the mission and vision of the International Propeller Club
- Provides support and guidance to individual Ports and Regional Vice Presidents
- Actively engages with sponsors, partner organizations, and volunteers in furtherance of the International Propeller Club’s mission
- Working with the Corporate Sponsorship Committee and independently, the EVP serves as chief fundraiser for the International Propeller Club as well as the primary fundraising coordinator. The EVP develops and executes sponsorship programs to increase operational funding support, and actively identifies and solicits sponsors
- Facilitates all meetings and ensures accurate minutes of meetings are taken and circulated for Executive Committee and Board of Directors meetings
- In coordination with the Budget and Finance Committee, the EVP develops an annual budget, managing finances for the organization, including preparation and dissemination

of detailed monthly, quarterly and annual profit and loss statements. Manages the annual financial audit process

- Develops and implements marketing and public relations efforts of the International Propeller Club and ensures publication of a quarterly newsletter to all International Propeller Club members
- Coordinates and assists the host port's convention committee with marketing support, registration, and technical assistance for the International Propeller Club's annual international convention
- Plans and obtains corporate financing for the annual "Salute to Congress" held in the spring each year
- Provides leadership, oversight, and management of headquarters paid staff

### **Education:**

Bachelor's Degree with a strong track record at providing vision and inspiration, encouraging collaborative partnerships and increasing earned revenues and philanthropic support.

### **Competencies:**

- Proven ability as an effective leader as an executive or high-level manager
- Passion for the International Propeller Club's mission and vision of promoting the maritime industry, commerce, and global trade
- Demonstrated success with staff supervision, fundraising, and budget management
- Superb written and verbal communications skills with demonstrated public speaking skills
- Strong organizational and multi-tasking skills, with excellent attention to detail
- Relevant experience in developing and executing strategic plans with an ability to involve and lead others to establish goals and objectives and to implement plans to achieve those objectives
- Superb interpersonal skills and ease in working cooperatively and inclusively with people of all ages and backgrounds; has an accessible and approachable demeanor
- Experience in not-for-profit leadership
- Demonstrated knowledge of governance principles and managerial best practices
- Ability to work under pressure, while being a self-motivated, energetic team player
- Commitment to maintaining an efficient, collaborative and positive work environment
- Strong marketing and public relations skills
- Strong understanding of nonprofit finance, budgeting and financial measures of performance
- Strong computer skills, including Outlook, QuickBooks, MS Office, social media platforms, WordPress or other content management systems for websites
- Foreign language competency is a plus, especially French or Spanish