

RINLA Executive Director Ad – Deadline for applications: 2/15/2010

We are seeking an Executive Director for the Rhode Island Nursery and Landscape Association. The perfect candidate will have overall responsibility for assisting in leading the organization into its next phase of growth. They will be responsible for developing information organization, the Association's communications, and overseeing the internal mechanics of the group. This position will be considered a full time position.

Responsibilities include working with RINLA committees, the executive board and RINLA member as well as:

- Annual and Summer meeting oversight and preparation
- Liaison for all RINLA Committees including the Executive Committee, University of Rhode Island, the federal and state Division of Agriculture, as well as the other surrounding states' Nursery and Landscape Associations.
- Editing and disseminating RINLA's quarterly newsletter.
- All communications for the Association (verbal, digital, and print.)
- Maintaining the RINLA membership and RICH database.
- Attending all executive board meetings and maintaining the agenda and minutes.
- Working with the RINLA webmaster and providing updates
- Working with the RINLA treasurer with day to day financial business.
- Acting as the RINLA Corporate Agent and record keeper

Qualifications

The ideal candidate will be a self motivated leader who will offer many of the following attributes:

Experience successfully managing an medium to large organization/business.

Financial management skills

Experience with working with computers, databases, and web knowledge.

Strong interpersonal, management, and team/partnership-building skills

Great communication skills

Send Resume as Word document attachments