

## Overview

The Padre Island Business Association (PIBA) is a vibrant and growing community of approximately 300 member businesses and non-profit organizations focused on the Padre and Mustang Islands of the Gulf Coast. With a regular schedule of networking opportunities, events, and educational opportunities, the Executive Director spearheads the Association's effort to serve as a constant support and resource for business and non-profit organizations of all types and sizes.

## Position Details

Full-Time Employee; Salaried, Exempt. Reports to Board of Directors. Performance evaluated annually by Executive Committee.

The Executive Director role requires a uniquely qualified professional who is as comfortable being the 'face' of the organization as they are completing financial analysis and strategic planning efforts to ensure the PIBA continues to be successful for years to come. Self-motivation and poise are a must, as are an ability to organize, plan, lead and manage at both a macro and micro levels. The Executive Director must also possess strong critical thinking and analytical skills, excellent verbal and written communication skills, the ability to demonstrate the value of the PIBA to current and potential members and sponsors, have good listening skills and be open to receiving constructive feedback, as well as have a passion for member engagement, networking and collaboration.

## Primary Accountabilities

- Serves as the chief administrative officer for the Padre Island Business Association
- Manages PIBA business within the framework of an established budget developed and approved by the Board of Directors, to include managing PIBA income and expenses to achieve annual budgeted net income goals and approving all financial disbursements for the PIBA, among other duties
- Directly handles PIBA staff (whether employee or contractor) *if applicable*, including running payroll, managing schedules, providing performance feedback and delivering annual performance reviews
- Provides general supervision over work performed for the PIBA by volunteers, vendors, etc.
- Plans and maintains the PIBA master event calendar for major PIBA sponsored events, Luncheons, Mixers and Ribbon Cuttings, Board of Directors meetings and Committee/Task

#### Force meetings

- Secures sponsorships for all PIBA events and meetings that require sponsorships
- Actively engages the regional business and non-profit community as a brand ambassador for the PIBA, to include promoting the benefits of a PIBA membership and listening and responding to the needs of member businesses, resulting in new members joining the PIBA and retention of existing members
- Serves on Board of Directors Sub-Committees as a liaison or as otherwise directed by the Board
- Oversees the planning and execution of all PIBA events, including scheduling, logistics, recruiting volunteers, sponsorships, advertising, maintaining budget, etc.
- Oversees PIBA social media activities via Facebook, Instagram, Twitter, LinkedIn and other appropriate social media channels
- Oversees maintenance and content of PIBA website
- Provides strategic analysis of PIBA operations and events, continually evaluating for profitability, cost-benefit, alignment with PIBA mission, popularity, etc. and making recommendations accordingly.
- Continually assesses PIBA efforts to engage and provide value to PIBA membership, generating new ideas and initiatives to ensure expectations and interests of members are being met
- Other duties as assigned

#### Additional Responsibilities

- Acts as a liaison between the PIBA and other area organizations, as well as the City of Corpus Christi, neighboring County officials/departments, and coordinates with Corpus Christi Police Department and/or Fire and EMS on major events where necessary
- Serves as an active member or PIBA representative to applicable community organizations
- Provides customer service for PIBA members and the general public

#### Education, Skills & Qualifications

- Outstanding public speaking and presentation skills
- Excellent written communication skills
- Outstanding time management and event planning skills
- Strong ability to listen, receive feedback, foster teamwork and collaboration between Board members, staff, PIBA members, community leaders and strategic committees and organizations in the Coastal Bend
- Strong executive and supervisory skills, including ability to set expectations and manage performance, plan, organize, lead, delegate, and monitor
- Demonstrates a passion for collaboration and networking
- Ability to work a wide and flexible range of business hours
- Demonstrated success with and willingness to do fundraising
- Strong business acumen, including demonstrated ability to manage a budget, analyze organizational performance and project financial performance
- Proficient user knowledge of computer operation and systems

- Strong customer service skills
- Ability to perform cost-benefit analysis of proposed ideas, projects and events
- Ability to lead by personal involvement and example, but uses delegation wisely
- Ability to motivate others to be champions of the PIBA's initiatives
- Excellent skills in community consensus building

### **Application Process & Requirements**

**Applications will be accepted until the position is filled. Applications will be reviewed, and select candidates interviewed, by the Executive Committee. Incomplete applications will not be considered.**

Applicants are directed to submit the following to the current Board of Directors President, Stephanie Hesch, via the online application link or email to [Events@PadreIslandBusiness.org](mailto:Events@PadreIslandBusiness.org)

- Cover Letter
- Current Resume
- Salary Requirements