

The Omaha Magical Society

JOB TITLES & RESPONSIBILITIES

September 25, 2020

EXECUTIVE DIRECTOR

Job Summary

The Executive Director is charged with managing the overall operations of The Omaha Magical Society, Inc. (aka SAM Assembly #7). It is the Executive Director's responsibility to fulfill the organization's mission as set by the Board. The Executive Director serves at the pleasure of the OMS Board and carries out the policies and directives of the Board. The Executive Director has the oversight responsibilities for all operational matters of the organization and all strategic matters as assigned to him/her by the Board. The Executive Director serves as the liaison between the OMS Board and the operational volunteers whom he/she selects and to whom he/she may delegate certain duties.

The Executive Director is the organization's public face for purposes of planning, coordination, strategic operations, and fund raising. The Executive Director oversees all volunteers of The Omaha Magical Society. The Executive Director may delegate duties (except duties the Board determines are non-delegable). However, the Executive Director is responsible to the Board for all duties including those he/she chooses to delegate.

Summary of Essential Job Functions

- Oversee all operations of The Omaha Magical Society*
- Develop and maintain working relationships with organizations The Omaha Magical Society interacts with - including other magic clubs.
- Collaborate with others on the implementation of The Omaha Magical Society's advertising and publicity strategies - including monthly and regular online communications.
- Maintain and update The Omaha Magical Society's website and online video library.
- Respond to all email and voicemail in a timely manner.
- Create and maintain a master schedule for events.
- Recruit, develop, delineate responsibilities, and review performance of the volunteers.
- Oversee organizational and individual compliance with the protocols and overall vision and mission of The Omaha Magical Society.
- Attend board meetings at the request of the Board.*
- Maintain the overall calendar for the organization.

- Create and adhere to an annual budget subject to approval of the Board.*
- Understand the finances of the organization.
- Understand the insurance of the organization. Know what is covered.
- Devote 10-15 hours per week to the above tasks*

** denotes non-delegable duties as determined by the Board.*

Disclaimer

The above statements are intended to describe the general nature and level of work required to perform the position of Executive Director. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the Executive Director. The Executive Director may be required to perform duties outside of his/her normal responsibilities from time to time, as needed.

Additional Information

The Executive Director is the public face of The Omaha Magical Society, Inc. and must at all times conduct his/herself in an appropriate manner. Failure to conduct oneself in a manner the Board finds appropriate is grounds for the Board to request a letter of resignation.

The OMS Board may terminate the Executive Director at its own discretion without notice or recourse.