



## Director Job Description

### Purpose

The Regional Director plays a critical role in helping the National Association for Interpretation achieve its vision, mission and goals by delivering exceptional member services and professional development. The Director is responsible for all regional operations via its leadership team. S/he is accountable to NAI's National Board via the Advisory Council. The director is instrumental in ensuring consistent and effective internal processes and communications in order to strengthen NAI's nonprofit programs and position the organization for continued success.

Term: This volunteer position is elected for a three-year term by the region's general membership.

### Duties

- Create and implement strategic and operational plans for the region's continued growth and development.
- Ensure region activities and member services are aligned with NAI's vision, mission and goals and in compliance with its bylaws, operation manuals and guidelines.
- Manage and develop direct reporting of region officers and chairs.
- Manage and control region expenditure within agreed budgets by reviewing quarterly and year-end finance reports
- Attend and lead the annual region meeting, scheduled during the National Workshop.
- Attend Advisory Council meetings and represent the region's member interests.
- Maintain awareness and knowledge of Advisory Council policies/procedures and provide suitable interpretation to the region's leadership team and general members.
- Monitor, measure and report on regional development plans, performance and achievements within agreed formats and timescales as defined by the Advisory Council.
- Facilitate the regional "free" membership program to attract new members.

**Minimum Requirements:** Must be a current NAI member in good standing.

### Preferred Qualifications

- Personal qualities of integrity, credibility, and a commitment to NAI's vision, mission and goals.
- A successful track record in setting priorities, shaping processes, guiding investment in people, and developing an infrastructure that creates a stronger and more efficient organization.
- Thorough understanding of project management, as well as an ability to work effectively under pressure to meet tight deadlines and goals.
- A team leader with a flexible and creative approach.
- Excellent communication and coalition building skills with an ability to balance, negotiate, and work with a variety of internal and external stakeholders.
- High level of knowledge and understanding, especially as it relates to professional development, connecting programs to funding, creatively generating other resources, and building strategic partnerships.

- Excellent verbal and written communication skills with exceptional attention to details.
- Proficient use of technology as a management reporting tool and an ability to develop and implement effective program evaluations.

**Time Obligations:** Varies depending on the time of year, activities, and any additional roles or committees assumed. Estimated average time is 6-8 hours per month.