

## Job Description

**Internal Job Title:** Executive Director  
**Status:** Exempt, Salary, 18 month contract  
**Reports To:** Board of Directors  
**Supervises:** Administrative Staff. May also supervise consultants, volunteers and conference staff for events

### I. General Function:

Serve as Executive Director of NewNOG, Inc., a non-profit 501(c)(3) educational organization that provide forums in the North American region for education and the sharing of knowledge for the Internet operations community.

Work with the Board to develop, articulate and implement NewNOG's mission and strategic plan.

Responsible for implementation of policies set by the Board of Directors as well as annual goals and objectives, and financial, program, and administrative management of the organization.

Adhere to and uphold the tenets of the Certificate of Incorporation and the Bylaws.

### II. Primary Duties and Responsibilities

#### **Management and Organizational Responsibilities:**

- Responsible for the day-to-day activities of NewNOG, including carrying out its goals and policies.
- Develop and implement an organizational strategic plan. Work with Board, volunteers and staff to develop the overall corresponding objectives and policies for the organization. Evaluate the organization's performance on a regular basis. Update the plan on an annual basis.
- Oversee the operations of NewNOG and manage NewNOG's compliance with legal and regulatory requirements.
- Attend all Board meetings, report on the progress of the organization and answer questions of the Board members.
- Responsible for overseeing association governance activities which include: the Bylaws and the election processes.
- Ensure that the Board, staff and volunteers have sufficient and up-to-date information.
- Manage three conferences a year with approximately 600 attendees.

#### **Outreach and Marketing Responsibilities:**

- Responsible for staging and coordinating NewNOG's conferences and meetings. Generate RFP's to solicit event companies to run the events.
- Manage the overall communications and marketing plan for the organization.
- Promote active and broad participation by members and volunteers in all areas of the organization's work.

#### **Membership and Fundraising:**

- In conjunction with the Board, develop a membership structure and implement a campaign to solicit new members and retain them.

- Seek out and pursue fundraising opportunities, including grant applications, to help ensure the long-term continued financial security of the Institute.

**Fiscal and Budgetary Responsibilities:**

- Work with the Board to develop an appropriate budget for NewNOG.
- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance.
- Serve as a voting member of the Financial Committee of the Board

**III. Additional Duties**

Travel as appropriate and necessary, in accordance with NewNOG travel guidelines.

Perform other related duties as required and assigned.

**IV. Background / Skills / Competencies Required:**

Bachelor's degree in course of study relevant to business and information technology OR equivalent work experience.

Strong leadership and management capabilities. Inspires and motivates others to perform well and accepts feedback from others. Display willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.

Ability to plan, direct and coordinate activities; negotiate and administer contracts; work with commercial vendors, community groups and other organizations as necessary; communicate effectively in both written and oral forms; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.

Demonstrated knowledge of the network operator's community. General knowledge of policy and technical issues in the Internet Community.

Demonstrate strong diplomatic and negotiation skills. Ability to deal effectively with people and issues at all levels.

An energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image.

Experience with conference management a plus.

**VI. Travel Requirements**

Moderate travel is required, including at least 3 weeks a year for conferences and other travel as required and appropriate.

Note: The Board of Directors reserves the right to review and change this job description annually or as necessary.