

Rotary International District 6450, Inc.



Position Posting

Position title: Chief Administrative Officer

Essential Duties and Responsibilities:

This position has a key role ensuring that administrative services are provided in an effective manner to support clubs of the district in their pursuit of programs and activities that promotes the Object of Rotary.

- Provide administrative support and attend as requested, including site selection, registration, planning and execution, for District events.
- Manage and maintain the District Website and databases along with Facebook and social media accounts.
- Develop strong competence with Club Express or other District and Club management applications.
- Work closely with the District Governor in preparation of District newsletter and District Directory
- Manages all compliance requirements with Rotary International, Rotary District 6450, the IRS and other governmental agencies.
- Act as responsible officer for youth protection.
- Attend District meetings and events, including on weekends and evenings as required.
- Support the District Treasurer and District Governor in creating the annual budget.
- Enter District financial transactions in QuickBooks, and prepare monthly and annual financial reports
- Process invoices for Clubs and invoices to District. Maintain accounts receivables and payable.
- Support the District strategic plan.
- Support the District Culture of integrity, character, and adherence to the Rotary 4-Way test and ideals of Rotary within the Rotary organization.
- Work closely with AG Coordinator to ensure AG's have proper information regarding upcoming events and Club visits.
- Provide advice and support to the District Governor, District leaders, and Club leaders

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) website management, club support websites, and communication applications.
- Attention to detail.
- Action-oriented, entrepreneurial, flexible and innovative.
- Knowledge of and experience with Rotary International and The Rotary Foundation preferred.

Special Requirements:

- Applicant must be bondable; and background check required.

Interested applicants are requested to submit a cover letter and a full response to the District's Request for Proposals, available on the District website. Qualifications and experience must be outlined.

Forward applications to:

Chuck Corrigan
District Governor Elect
cjc1@dbcw.com