



AMERICA CHINA SOCIETY OF INDIANA
印第安纳州美中商会

EXECUTIVE DIRECTOR
JOB DESCRIPTION

行政主任
岗位描述

Location: Indianapolis, Indiana
地点: 印第安纳州印第安纳波利斯市
Base Pay: N/A
基本工资: 不适用
Employee Type: Full-Time or Part-Time
雇佣类型: 全职或半职
Industry: Not for Profit
行业: 非盈利
Manages Others: No
管理他人: 否
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Job Type: Executive Management
职位类型: 行政管理
Preferred Education: 4-year Degree
首选学历: 4年本科
Preferred Experience: 5 years
首选经验: 5年
Travel: Approximately 20%
出差旅行: 约20%
Relocation Covered: No
搬迁费: 无
Preferred: Bilingual Mandarin/English
首选: 双语 普通话/英语

FUNCTION 职能

To provide leadership for the America China Society of Indiana in order to facilitate productive, sustainable and open business relationships between Indiana and China. Responsible for strategy & planning, fundraising & development, event management, outreach & partner relations, and operations.

领导印第安纳州美中商会的工作, 促进印第安纳州和中国之间富有成效、可持续发展和开放性的商业关系。负责战略与规划、筹款与发展、活动管理、外展与合作伙伴关系以及商会的运营等工作。

RESPONSIBILITIES 责任

Strategy and Planning 战略与规划

Develops and executes the overall strategy of the organization in partnership with the Board of Directors and various Board Committees.

与董事会和各董事会委员会合作, 制定和执行商会的整体战略规划。

Establishes performance measurements to measure organization process toward strategic goal achievement and value delivery to membership.

建立绩效考核标准, 以衡量商会战略目标的执行情况以及会员价值的实现情况。

Takes a leadership role in driving a collaborative process with the Board of Directors, members, and volunteers that would result in the development of short term and long term goals, objectives and operational plans for the organization.

在推动与董事会、商会会员和志愿者的协作过程中发挥领导作用, 并为商会制定出短期和长期目标和运营计划。

Oversees preparation of the annual budget and other necessary financial policies and documents. Provides

information and justifications for Board of Directors in its budgetary review and approval process.

监督编制年度预算和其他必要的财务政策和文件。为董事会在其预算审查和审批过程中提供信息和依据。

Cultivates a strong partnership with the Board of Directors in setting policies consistent with the mission of the America China Society of Indiana. Works, as needed, with all standing and ad hoc committees of the Board.

在制定符合印第安纳州美中商会使命的政策方面与董事会建立牢固的伙伴关系。根据需要与董事会的所有常设委员会和特设委员会进行合作。

Fundraising & Development 筹款与发展

Manages all membership development activities including identifying prospects and renewals for current members.

管理所有会员的发展工作, 包括发展新会员和现有会员续约。

Manages all sponsorship and development activities, including cultivation and stewardship of members, event planning, and other activities related to value delivery to membership.

管理所有赞助和发展活动, 包括会员的培养和管理、活动策划以及其他与会员价值传递相关的活动。

Builds long term relationships with key donor segments based on mission, cultivation and stewardship, program outcomes and sound fiscal management.

基于使命、培养和管理、计划成果和健全的财务管理, 与主要捐助方建立长期关系。

Leads organization's financial growth in order to maintain healthy cash flow, provide full services to our constituents and maintain adequate reserves to support

board-approved investments and risk-taking.

领导商会的财务增长, 以保持健康的现金流, 为我们的会员提供全方位服务, 并保持足够的储备资金以支持董事会批准的投资和承担可能的风险。

Event Management 活动管理

Identify, plan, and execute all activities and programs including but not limited to Annual Gala, Business Conference, Seminars, Webinars, Networking Events, and hosting of delegations

确定、规划和执行所有活动和项目, 包括但不限于年度盛会、商务会议、研讨会、网络研讨会、网络活动和代表团接待等。

Secure speakers, panelists, volunteers, and attendees for all events

安排所有活动的演讲者、小组成员、志愿者及与会者。

Negotiate and manage relationships with vendors including venues, caterers, entertainment, A/V, etc.

与供应商协调和管理包括活动所需要的场地、餐饮、娱乐、A/V 等事项。

Outreach and Partner Relations

外展与合作伙伴关系

Develop strong ties to community-based organizations, international business organizations, Chinese-affiliated organizations, and government partners.

与社区组织、国际商业组织、中资机构和政府合作伙伴建立牢固的联系。

Engage industry groups as needed to provide opportunities to attend and engage through ACSI events.

根据需要参与行业团体的活动, 为印第安纳州美中商会的活动提供和创造机会。

下接第B1版→