

Arkansas Sports Hall of Fame Executive Director

Job Profile	<i>Executive Director</i>
Reports to	<i>Arkansas Sports Hall of Fame Executive Board</i>
Exemption Status	<i>Non-Exempt</i>

Job Summary

The Executive Director will be responsible for helping maintain, grow, and develop the membership and financial viability of the Arkansas Sports Hall of Fame in partnership with the Executive Board and the voting board members of the Hall. The position provides service and updates to the board and is instrumental in helping coordinate two main fundraising events each year that help fund the ASHOF. Executive Director will also be responsible for the day-to-day operations of the ASHOF and the museum.

Principal Responsibilities

Principal Responsibilities include:

- Membership growth.
- Membership retention.
- Growth of sponsorships and table sales for the ASHOF inductee banquet.
- Growth of sponsorships and golf team participation in the ASHOF Celebrity Golf Tournament.
- Increase social media presence of the ASHOF via social media platforms, radio, and television airtime.

Job Specifications

The minimum qualifications required to successfully and competently perform the job include:

1. Ability to multi-task, organize, and prioritize.
2. Ability to work in a structured environment.
3. Ability to work independently.
4. Innovative thinking.
5. Effective verbal and written communication skills.
6. Dress and present self in a professional manner.
7. Ability to answer written correspondence.
8. Ability to network and collaborate with the sports and business community.

Education & Experience:

1. Bachelor's degree or higher- preferably in business, marketing, finance, accounting, or management.
2. Proven experience in fundraising.
3. Proven experience in event management.