



Executive Director of the International Textile & Apparel Association

The International Textile and Apparel Association is the premier organization for higher education scholars of textiles and apparel focused on “Advancing Excellence in Education, Scholarship and Innovation.”

With a commitment to the principles of equity and inclusive excellence, the Members of the International Textile and Apparel Association (hereafter ITAA) are searching for our next executive director. The person who takes this position will become the face of the organization, so it is important for this person to be well organized, flexible, creative, and patient. In effect, this person must work well with a variety of personalities and constituents and be task-oriented and outcome-driven.

The Executive Director is the key management leader of ITAA (a Section 501 (c) (3) organization, and is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include participating with the Governing Council on fundraising, marketing, community and membership outreach. This position is part time but has peak needs during certain calendared events. The position reports directly to the ITAA Council.

Review of Applicants will begin March 1st.

Submit the following in a zip file and send to Jana.Hawley@unt.edu

- Letter of Interest
- CV/Resume
- List of 3 references with contact

GENERAL RESPONSIBILITIES:

1) ITAA Governance: Works with the Council in order to fulfill the organization’s mission.

- Responsible for leading the ITAA Membership in a manner that supports and guides the organization’s mission as defined by the Council.
- Responsible for communicating effectively with the Council and members, and providing, in a timely and accurate manner, all information necessary for the Council to function properly and to make informed decisions.

2) Financial Performance and Viability: Manages resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of ITAA, to include submission to the Council of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization in conjunction with the treasurer.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

3) Organization Mission and Strategy: Works with Council and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

- In conjunction with Council, the Executive Director is responsible for implementation of ITAA's programs that carry out the organization's mission.
- Responsible for the enhancement of ITAA's image by being active and visible at conferences and by working closely with other professional, civic, and private organizations.

4) Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for effective administration of ITAA operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Expected Job Responsibilities

1. Planning and operation of annual budget in conjunction with the treasurer.
2. Establishing employment and administrative policies and procedures for all functions and for day-to-day operations of the nonprofit.
3. Serving as ITAA's primary spokesperson to the organization's constituents, the media, and the general public.
4. Establish and maintain relationships with various organizations throughout the country and internationally, and to utilize those relationships to strategically enhance the mission of ITAA.
5. Report to and work closely with the Council and members to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the nonprofit throughout the country.
6. Strategic planning and implementation.
7. Oversee marketing and other communications efforts.
8. Review and approve contracts for services.
9. Other duties as assigned by the Board of Directors and Council.

Salary range is between \$60,000 - \$70,000 commensurate with experience and other qualifications. This is a part time position with peak needs based on calendared events.

Position Details

1: Website

General Maintenance:

- Keep website up-to-date and functioning, upload/link information as received
- Communicate position announcements, calls and announcements, and send out email blasts
- Develop and manage submission forms with committees to create/update submission forms
- Process submissions after deadlines
- Assign ID numbers, create a master spreadsheet for review process
- Use spreadsheet of accepted presentations for conference program and mobile event app
- Continue to develop and improve the conference registration process
- Create a conference webpage and add information as it develops
- Set up registration forms, products/conference store, discounts
- Manage dues renewal by setting up membership renewals, notifications and discounts, and ballots
- Organize and send out candidate information, create ballots (surveys) send results
- Groups: Create Member groups for committees, etc.

2: Accounting

QuickBooks

- Maintain ITAA QuickBooks
- Send invoices, payments, receipts, gift letters
- Create invoices, process payments, transfer sales through website into QuickBooks, generate sales receipts, send out gift receipt letters
- Banking, restricted accounts
- Deposit checks, write checks, request transfers to/from restricted accounts, wire transfers, reconcile deposits in QuickBooks with deposits to bank account,
- Manage ordering/reimbursements
- Order Supplies and services as needed, reimburse vendors, reimburse ITAA members
- Work with CPA on annual tax form, compilation report
- Appropriate registration of ITAA non-profit status with the state in which the ED resides.

3: Communication

Email Blasts

- Send out email blasts/reminders as needed
- Contact Forms/email and phone questions
- Respond to contact forms, emails, phone calls
- Newsletter: assemble and distribute newsletter, store on website
- Address notifications
- Send out acceptance/rejection notifications for submission reviews

- Send Sage mailing list of current ITAA members for each issue of CTRJ

4: Annual Conference

Pre-Conference

- Hotel Contracts: communicate with meeting planner, conference chairs, council, sign contract: amend as necessary
- Calls: communicate with VPs and scholarship committees to update calls on website distribute to members, prepare submission forms to collect needed information
- Review Process: process submissions for review process, assign ID codes, copy review links onto submission spreadsheet, download proceedings files and copyright forms, send spreadsheets/related materials to review chairs, send out post-review notifications – accept/reject letters
- Menus: Assist Conference chairs – number of meals, menus, cost per person
- Registration: set up conference website, confirm conference pricing registration, tours /workshops/guest tickets, etc., setup online registration
- Sponsors/MOUs: Create/update/sign MOUs with conference and award sponsors, register most sponsors,
- Resource Exhibit: Send out “Save-the-date” notice to past resource exhibitors, plus follow-up notices, gather information conference program. Invoice as appropriate
- Career Fair: Promote Career Fair to ITAA members, collect payments, gather information for conference program
- Joint Symposia: Receive information on presentations for conference schedule/program; register non-members, send invoices, collect payments
- Program Pages: promote program page opportunities, collect payments, finalize program pages for conference program
- Conference Schedule: Develop tentative oral session schedule with conference chairs using spreadsheets of accepted presentations, send out first draft (no names), revise as needed (double-booking conflicts), move to final schedule with all oral, poster, design, special topic sessions, workshops, keynote presentations, sponsor/exhibitor presentations
- Conference Program: online and print, mobile app, piece together online and print versions of conference program, adding president/conference chair messages, keynote/award winner information, award ceremony information, review committee lists
- Shipping: Purchase/ship conference programs, dress forms; other supplies to hotel

5: Onsite

Assist Conference Chairs

- Prepare registration materials, finalize room setups, receive shipments, dress forms and related supplies to design exhibit area, etc.
- Work registration with conference chairs and volunteers, collect payments, sell extra tickets for tours/workshops/events
- Check A/V equipment, set up and operation in breakout rooms, set up, take down, store projectors

- Oversee table arrangements for resource exhibit, career fair, international bazaar, poster sessions, etc.
- Coordinate travel arrangements, pick up meals, drop off schedules, each tour has a coordinator
- Submit final meal counts, special dietary needs, last-minute accommodations
- Manage any crises.

6: Awards

Calls

- Work with VPs and Committee chairs to update calls on website, distribute information prepare submission forms, process submissions, send materials to VPs and Committee Chairs
- Prepare certificates and checks/1099 forms for awards to be presented at conference
- Purchase trophies for distinguished award winners
- Work with VP of Operations to prepare materials for Award Ceremony
- Prepare list of winners after the conference

7: Conference Proceedings

Post conference

- Work with Iowa State University (ISU) to prepare for the submission of proceedings files
- Confirm presentations made
- Approve submissions to ISU

8: Council/Committees

- Midyear and conference meeting arrangements, hotel contracts, room setup, etc.
- Midyear Travel Arrangements: Complete as many reservations as possible for conference members using ITAA AMEX card Reimbursements
- Provide Reimbursements/payments to Council members, committee members, conference chairs, CTRJ Editor, etc. as needed
- Send Archives to Iowa State University Special Collections: Periodically send materials to ISU library for the ITAA Archives, such as: Council Minutes, conference programs, Design Catalogs, Newsletters, Award winners, etc.

9: Council/Committees

- Manage ITAA inventory including storage of dress forms, projectors, other ITAA equipment, books, etc.