

The National Funeral Directors and Morticians Association announces a search for an Executive Director. The successful candidate must be willing to relocate to Atlanta Georgia where the Association's headquarters are located. This is an in-person position without the possibility of telecommuting. This is a salaried position with travel.

**Start Date: May 2022**

**Educational Requirements:** Bachelor's degree minimum

**Salary Range and Benefits:** Starting salary range \$90,000.00 plus benefits and incentives

**Prior Experience:** Minimum of three years' work experience in a management position

**Responsibilities:**

- Fund raising with a history of generating new revenue streams and the ability to develop resources for the financial health of the Association
- Grow Association membership nationally and internationally
- Promote existing programming and institute new programming
- Hire, supervise, retain, engage and train office staff
- Outline strategic framework to support and guide the Association's mission for forward movement and advancement
- Ability to work with licensees, NFD&MA Board, national and international schools of mortuary science, vendors, state boards of mortuary science and other national and international funeral service organizations
- Have technology skills with the ability to monitor Association web and internet presence, concentrating on user friendly interfaces for Association members and the general public
- Have solid organizational abilities including planning, delegating, program development and task facilitation assuming responsibility for Association annual national convention, meetings, conferences and Board meetings

- Ability to interact with legislatures both national and local about rules and regulations concerning funeral service

The successful candidate must also be able to

- Quickly learn and absorb information about the funeral profession
- Be a skilled motivator
- Have a basic understanding of financials pertaining to Association operations
- Maintain refined communication skills including public speaking and writing ability

Resumes should be submitted to [NFDMAExec@gmail.com](mailto:NFDMAExec@gmail.com)