



NCSLA Executive Director

Leadership Profile

The National Conference of State Liquor Administrators, Inc (NCSLA) seeks a talented, dynamic, and experienced professional to provide executive leadership to an organization that furthers effective beverage alcohol policy and regulation by educating its members about alcoholic beverage policies and regulation locally, statewide, and nationally.

History

The NCSLA is a non-profit 501(c)(3) consisting of approximately 240 member organizations dedicated to supporting the enactment of the most effective and equitable types of state alcoholic beverage control laws. To do this the NCSLA promotes the use of methods which provide the best enforcement of alcoholic beverage laws in control and licensing states.

Working with Federal and State regulators, manufacturers, distributors, retailers, law firms, trade associations, and industry-related businesses and their representatives, the NCSLA is the catalyst for engagement, education, and dissemination of information related to the alcoholic beverage industry, that include, but are not limited to legal or regulatory changes, industry practices, new products introduced to the market, and collaborative efforts between stakeholders. It accomplishes this by holding national and regional conferences and inviting leaders within the alcoholic beverage industry to participate and present to its membership.

The NCSLA is governed by an Executive Committee (Committee) that consists of nine (9) State regulators (voting members) and two (2) associate members (non-voting members). The Executive Director serves at the pleasure of the Committee and works to ensure the achievement of the mission of the organization as per the direction of the Committee in a lawfully compliant manner.

Key Responsibilities

The Executive Director will be tasked with making the Committee objectives a reality, overseeing all operational, financial, and partnership management aspects of the organization. Specifically, the Executive Director will possess experience, knowledge, and competencies in the following areas:

Leadership Skills and Acumen - The Executive Director will be a seasoned or mid-career professional with experience leading organizations, small or mid-sized departments/units and projects of significance.

Board Governance - The Executive Director will serve as the principal professional resource to the President of the NCSLA, Committee, and its sub-committees. She /he will participate in all Committee meetings and assist the board in setting strategic direction, formulating policy, and developing annual work plans to achieve organizational goals. Such participation shall include, but not be limited to scheduling meetings, documenting Committee minutes, and organizing, preparing, and summarizing documentation for the Committee prior to all meetings. She/he will also work with the Committee to oversee and evaluate programs, projects, and work plan initiatives.

Partnership/Relationship Management, Communication & Industry Engagement -

As the organization's primary administrator, the Executive Director must cultivate effective working relationships with a diverse set of stakeholders, to include Federal and State regulators, manufacturers, distributors, retailers, law firms, trade associations, and other industry-related businesses and their representatives. Collaboration and relationship-building will be absolutely central to success. The Executive Director must build upon existing relationships, and initiate and leverage new connections to support the NCSLA's work to disseminate, educate, and foster participation and engagement between its members.

Fiscal Stewardship and Management – As the organization's primary fiduciary officer the Executive Director is responsible for managing and overseeing the NCSLA's annual operating budget of approximately \$600,000, while maintaining its assets of \$1.3 million. The Executive Director is responsible for receiving processing and distributing the NCSLA's funds as authorized by the Committee. To execute these duties the Executive Director will oversee and maintain the organization's corporate accounts to ensure the appropriate dues by members and authorized expenditures are invoiced and paid in a timely fashion. In addition, the Executive Director is responsible for preparing financial reports for review by the Committee as per their request and prepare an annual financial report to present at the annual meeting.

Monitoring Conference Schedule and Information Sharing Platform - The Executive Director will guide the execution of Committee's conference schedule and information sharing platform throughout the year and assess the respective implementation strategy and tactics associated. At the request of the Committee, he/she will work to ensure that the NCSLA's annual conference goals/agenda align with its mission, vision and core values and remains relevant. The Executive Director will not only be responsible for planning and directing achievement of the NCSLA's conference schedule and information sharing platform but also ensuring continuous assessment of NCSLA's activities to evaluate operational effectiveness, identify strengths and weaknesses and make recommendations based on emerging trends, expansion opportunities, and internal process improvement. In addition, the Executive Director acts as a fiduciary officer by managing and monitoring conference related bank accounts, registration revenues, and reconciliation of conference financial reports.

THE CANDIDATE

The ideal candidate will have necessary education, training, and experience within the alcoholic beverages industry to understand the current regulatory landscape, industry practices, and new products introduced to the market, with an eye towards administering, organizing, and curating national and regional conferences that serve as a platform to discuss and share information on such topical issues.

He/she will be an effective strategic thinker who can combine the attitude of an administrator and project manager with demonstrated success in environments requiring effective collaboration between and among a variety of stakeholders. Examples of the duties and responsibilities of the position, while not exhaustive, include the following:

- Manages and oversees roll of NCSLA members and associate members, to include distributing to each member a dues notice for membership not later than July 31 of the current billing cycle. Pursues membership fees (Accounts Receivable) from delinquent members.
- Provides administrative support to President and Committee throughout the fiscal year.
- Records the proceedings and distributes the minutes of all Committee and Annual Business meetings of the corporation and maintain a record of all other matters as ordered by the Executive Committee.
- Receives and disburses all monies paid to the corporation and deposit the same in depositories approved by the Committee; disburse monies as authorized in the adopted budget or as directed by the Committee.
- Attends all meetings of the Budget Committee when constituted and prepares reports of

financial transactions for review by the Executive Committee at each meeting.

- Assists the First Vice President and President with preparing a proposed budget for the next fiscal year for presentation to the Committee and approval at the spring meeting.
- Reviews, approves, and signs all hotel and event contracts for national or regional conferences of the corporation along with the president.
- Assists the Planning Committee leadership with program planning and getting panelists confirmed; coordinates getting information to the host administrator so that they can properly manage conference needs.
- Receives and answers all calls with members regarding registration issues, hotel issues, subsidy reimbursement (where applicable), any other matters members may have regarding a conference; fields all phone calls to the association.
- Manages website content and serves as Liaison with IT provider. Maintains member database, including individual user accounts, provides conference and registration templates to host and oversees/tests setup of event management system. Prepares member database for dissemination of electronic dues invoices, reviews all email notices, and records dues payments.
- Submits conference agendas and CLE documents for posting and requests content modifications of IT company as needed.
- Serves as custodian of historical records, tax filings, member records, Committee documents, conference materials, and electronic files.
- Accompanies Conference Host and/or Committee Members for hotel on-site pre-conference visits when necessary; works with third party event planner on location planning, reviews all conference and Committee meeting contracts, monitors room reservations to ensure NCSLA timely meets minimums and other contractual commitments.

QUALIFICATIONS

- Possesses excellent verbal and written skills to effectively communicate NCSLA's purpose, goals, initiatives and successes to a variety of audiences
- Possesses fluency in Microsoft Office, to include Word, PowerPoint, Excel, Publisher, and Adobe Acrobat
- A leadership style that connects high-level executive and administrative skills
- An exceptional reputation among peers for influence, critical thinking and problem-solving
- Ability to be self-directed; entrepreneurial experience and strong project management skills
- Strong financial acumen and high degree of comfort with accounting and analytic tools
- At least five (5) years of experience in the alcoholic beverages industry as an administrator, regulator, manager, or attorney, who has demonstrated proficiency in regulation or advocacy concerning the manufacture, distribution, and retail sales and service of alcoholic beverages

SALARY AND BENEFITS

Competitive salary and benefits package will be offered. Salary will be commensurate with market, operating budget and candidate's experience level.

If interested in applying for the Executive Director position, please click [here](#) and upload your cover letter and resume for the position. No phone calls please.

The National Conference of State Liquor Administrators is an equal opportunity employer and is open to all qualified applicants regardless of race, ethnicity, national origin, age, gender, physical ability, sexual orientation, gender identity, or religious affiliation.