

The International Fuel Tax Association, (IFTA), Inc., is an Arizona Nonprofit Corporation. The principal office is located in the City of Chandler, County of Maricopa. IFTA, Inc. may have such other offices, either within or out of the State of Arizona as may be necessary to conduct the business of the corporation. Membership in IFTA, is open to any state of the United States of America, the District of Columbia, any province or territory of Canada or a state of the United Mexican States.

Beginning in 1983, a cooperative program for the reporting and payment of fuel use taxes was developed. This agreement is known as the International Fuel Tax Agreement. To date there are 58 member jurisdictions actively participating in IFTA. The Board of Trustees (Board) are charged with managing that Agreement.

IFTA currently has a position opening for an Executive Director. The Executive Director is a key management leader of IFTA. The Executive Director is responsible for overseeing the administrations, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board. Due to an actual conflict of interest, the Board has determined that a person serving currently or within the last Thirty (30) months on the Board will not be considered.

GENERAL RESPONSIBILITIES:

- 1). Board Governance: Works with the Board in order to fulfill the organization mission.
 - Responsible for leading IFTA in a manner that supports and guides the organization's mission as defined by the Board; communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions; achieving the IFTA's communities trust and accountability which is an essential aspect of an organizational viability; serves as the Secretary/Treasurer of the Board, the Ex-officio member of the Board with no voting rights.
- 2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
 - Responsible for the fiscal integrity of IFTA, to include submission to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization; 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 the Board and IFTA, Inc., Staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
 - Responsible for implementation of IFTA's programs that carry out the organization's mission; strategic planning to ensure that IFTA can successfully fulfill its Mission into the future; enhancement of IFTA's image by being active

and visible in the community 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 IFTA operations; the hiring and retention of competent, qualified staff including the creation and amending of job descriptions for the IFTA employees; signing all notes, agreements, and other instruments made and entered into and on behalf of the organization; annual reviews of IFTA's business insurance requirements.

PROFESSIONAL QUALIFICATIONS:

- A Master's degree in Business Administration, Public Administration or Accounting and five years of senior management experience or a Bachelor's degree in Business Administration, Public Administration or Accounting with seven years of senior management experience.
- Nonprofit management and/or government experience preferred.
- Strong written, oral communication and public speaking skills.
- Strong organizational abilities including planning, delegating, program development and task facilitation.

ACTUAL JOB RESPONSIBILITIES:

- Managing member communications and relations, the members being 58 state and provincial government agencies, including newsletters, website, meetings;
- Overseeing a program of member program compliance;
- Enhancing IFTA's training programs; maintaining relations with other agencies and associations in industry, and state, provincial, and federal levels;
- Upgrading IFTA's essential clearinghouse function;
- Oversee the company's fiscal activity, including budgeting, reporting, and auditing.
- Build alliances and partnerships with other organizations.
- Collaborate with and motivate IFTA, Inc., staff, Board members and other volunteers.
- Establish employment and administrative policies and procedures for all functions of the day-to-day operation.
- Report to and work closely with the Board to seek their involvement in policy decisions, values and mission to increase the overall visibility of the IFTA Community.

Salary will be commensurate with experience and other qualifications. Quality benefits package includes Health insurance plan, Paid time off (PTO), and 401K. Please submit cover letter, resume and college transcripts.