

National Kolping Society
Job Description
Executive Director – Part-time

The National Kolping Executive Director will be an innovative, creative, self-starter, who is detail oriented, approachable and committed to the success of Kolping throughout the United States. As a remote position, this individual must be motivated and willing to reach-out to Kolping Families for communications, information and other initiatives.

Responsibilities:

- Promote and enhance communications about the Kolping Society and its local families
 - Through management of website and social media
 - Working with Kolping families to identify appropriate content;
 - Keeping website and social media up-to-date and accurate.
- Manage publication of quarterly Banner newsletter, including:
 - Securing content from Kolping families, International Kolping and our Praeses;
 - Coordinating timelines and schedules with printers, web support and in social media;
 - Providing accurate, updated mailing and distribution lists, reflecting active members at all Kolping families and interested parties for online contacts;
 - Ensure cost effective utilization of communication media.
- Coordinate, communicate and manage annual Lenten project, requiring:
 - Promoting Lenten project to Kolping families and social media;
 - Recording and monitoring contributions;
 - Depositing donations at bank and reporting to National Treasurer and in Banner.
- Manage membership for payment to International Kolping and reporting
 - Prepare membership report for International and National Kolping;
 - Request payment to International for membership fees.
- Serve as point person for all official and miscellaneous correspondence.
- Organize and run annual raffle program, including;
 - Coordinating production and mailing of raffle tickets;
 - Recording of receipts
 - Selection of winners and communications to winners and Kolping families.
- Manage National Scholarship program, requiring;
 - Identifying scholarship committee members;
 - Scheduling meetings to determine topics, timeline and selection process;
 - Manage application posting, submissions, review and selection;
 - Communicate winners and coordinate payment with National Treasurer.
- Provide support and administrative oversight for National conventions and/or other Board meetings, including;
 - Preparing and sending letters to dignitaries, ordering of awards,
 - Managing travel preparations for Board;
 - Provide administrative support at Board and delegate meetings.

- Prepare periodic Board reports as requested and monthly status reports.
- Establish virtual filing and document retention system.

This position is part-time, averaging 15 hours/week. It is remote, requiring candidate to have reliable internet service as well as up-to-date computer/laptop availability. Travel, office supplies and other expenses will be reimbursable, pending prior approval of National President.

Executive Director Qualifications / Skills:

- Passionate about the Kolping mission
- Demonstrated leadership and management skills
- Ability to multi-task, take initiative and work independently
- Creative problem-solving skills
- Organized with excellent attention to detail
- Collaborative, friendly and relationship builder

Education, Experience, and Licensing Requirements

- Bachelor's degree or relevant experience in communications and office management
- Excellent computer skills, including Word, Excel and Powerpoint
- High degree of knowledge with social media, file sharing and website management

This position will pay a stipend of \$2,500/month and report to the National Kolping President.