

# Mid-West Fastener Association

Lake Zurich IL 60047

<https://www.mwfa.net/>



Mid-West Fastener Association  
*Where Education is a Priority*

## **POSITION DESCRIPTION**

**TITLE:** Executive Director (Full-time Remote)  
**REPORT TO:** Mid-West Fastener Association Board of Directors

### **PURPOSE OF POSITION:**

Overall administration of the Mid-West Fastener Association (MWFA). Working with the MWFA Board of Directors to maintain and foster member relations, ensure growth through networking, marketing and events while supporting our mission statement.

### **SALARY:**

Competitive and commensurate with experience. Additional compensation as commission based on event participation within the association. Salary shall reflect regional standard of living.

### **PRINCIPLE RESPONSIBILITIES:**

- Responsible for day to day operations of all aspects of the Association.
- Maintain close relationships with all MWFA members.
- Proficient with establishing and maintaining all MWFA events including contractual obligations.
- Create, solicit and secure sponsorships for all MWFA events.
- Develop and sustain the annual operating budget, perform bookkeeping and work with the Treasurer to oversee and report finances.
- Where applicable, work within committees, offering guidance and direction.
- When required, secure and coordinate Instructors/Speakers and Guests for MWFA events.
- Responsible for producing the Newsletter and maintaining a Social Media presence as well as website updates/maintenance.
- Manage scholarship program: accepting, organizing and preparing applications for the Scholarship Committee to review. Distribute funds to recipients.
- Monitor and respond to association emails and website inquiries.
- Continued involvement with the Fastener Industry Coalition (FIC).
- Attend all MWFA meetings and events. Participate in other industry conferences as required.

### **PERSONAL CHARACTERISTICS AND QUALIFICATIONS:**

- At least three years fastener industry or non-profit administration experience.
- Ability and knowledge to converse and convey the association's mission statement and goals.
- Ability to lead and work within a team atmosphere.
- Exceptional organizational skills.
- Ability to maintain the highest level of confidentiality.
- Good oral and written skills.
- Shall have thorough knowledge of Microsoft Office.
- Must possess technological and digital skills.
- Able to travel as needed.

If interested, please submit your resume to the following: [mwfa@ameritech.net](mailto:mwfa@ameritech.net)