Position: CEO Arkansas Hospitality Association
Position type: Salaried, Exempt
Compensation: Commensurate with qualifications and experience
Posting date: September 16, 2021
Closing date: October 10, 2021

Qualified applicants should submit their resume and cover letter to AHAonlineapplication@gmail.com

About Arkansas Hospitality Association

Arkansas Hospitality Association is a not-for-profit 501(c)(6) membership driven organization. Hospitality is Arkansas’s second largest industry, and AHA works to protect the industry and promote the industry’s growth and influence by providing education, advocacy and promotion for its members. AHA serves as the umbrella organization for the Arkansas Lodging Association, the Arkansas Restaurant Association and the Arkansas Travel Council. AHA also offers an Associate membership for vendors and an Education membership for secondary and postsecondary schools.

Executive Summary

All activities of AHA are carried out under the leadership of the Chief Executive Officer in accordance with the direction of the AHA Board of Director’s Executive Committee. The CEO supervises and oversees a staff of four. Successful candidates for this position must demonstrate a proven track record of leadership skills; experience in dealing with state and local legislative agencies and legislative bodies; excellent communication skills; excellent negotiation skills; and willingness to represent AHA both in and out of state. The AHA’s CEO is the liaison between its association boards, the general membership, and Arkansas’s elected officials.

Primary Responsibilities:

- The CEO is responsible for oversite and decision-making regarding all management and operational functions of AHA and its related entities
- In collaboration with the Director of Finance, develops and implements the organization’s annual budget
- Responsible for the comprehensive legislative program that involves both advocating for the introduction and passage of bills favorable to the industry and the defeat of bills potentially harmful to the industry
- Maintains regular communication with the Executive Committee, the Board Members of AHA, and general membership
- Works to create and maintain strong partnerships with the other industry sectors as well as national and state associations
- Meets with federal, state, and local government leaders on legal, legislative, and policy issues
- Maintains membership as well as recruitment of new members
- Represent the Association at Legislative Sessions, Committee Meetings, and formal functions
- Willingness to travel to national industry and congressional meetings out of state several times during the year
Additional Responsibilities:

- Plans, develops, and implements strategies for generating resources and/or revenues for the Association’s sustainability to include an annual budget, capital improvement budget and strategic long-term plans
- Identifies opportunities for geographic and industry expansion of the Association and directs implementation of such activities
- Approves Association operation procedures, polices, and standards
- Reviews and presents activity reports and financial statements to measure performance relative to objectives and plans in accordance with current conditions
- Promotes the Association through written articles and personal appearances at conferences and on radio and television
- Coordinates and facilitates meetings of the Officers, Executive Committee, Board of Directors, as well as other Association committees and task force as needed
- Provides transparent communication to the Officers, Executive Committee, and Board of Directors on Association related issues and concerns
- Builds a fundraising network using products and services, personal contacts, direct mail, email, web marketing, social media, and special events
- Represents management of the Association at the Annual Meetings of Members Board of Directors meetings, and local/regional Chapter Officer Installations
- Participates in council of State Restaurant Association (CSRA), International Society of Hotel Executives (ISHA), National Restaurant Association, and American Hotel and Lodging Association committees and boards to the greatest degree possible
- Represents the Association at Legislative Sessions, Committee meetings, and formal functions.
- Develops, mentors, and coaches staff and membership to achieve the following:
  - An effective program of membership retention, new member development and membership services
  - An effective network of local/regional chapter organizations within the Association to expand its base and enhance its strength regionally
  - An effective communications program which is responsive to the needs of the membership including outreach and public relations
  - An effective government affairs program to represent the interest of the Association membership to the State Legislature and government agencies, as appropriate
  - An effective education program to advance the professional technical/managerial skills of the Membership
  - An annual meeting which may include the introduction of programs, exhibits and other events consistent with the objectives of the Association
  - An effective personnel program which includes position descriptions, performance standards, and an equitable compensation package
- Assures legal and ethical integrity of the Association and related entities.
- Successfully fulfills other general responsibilities as may be delegated by the Executive Committee or the Board of Directors from time to time

Desired Qualifications:

- A minimum five years’ experience in a leadership or management position
• Knowledge of the procedures, operations, and functions of the legislative and executive branches of the state, federal, and local governments
• Knowledge/experience in trade association operations, polices, and management
• History of successfully managing staff and relationships with a diverse group of internal and external constituencies
• Bachelor’s degree or higher from an accredited institution, preferred
• Excellent written and oral communication skills
• Ability to read and interpret financial statements
• Highly motivated self-starter; ability to motivate, inspire, and energize people
• Knowledge of the restaurant, lodging, and travel industry
• Familiarity with the state of Arkansas
• Experience/knowledge of marketing and public relations
• Ability to develop and grow business opportunities