



EXECUTIVE DIRECTOR JOB DESCRIPTION

The Rotary Club of Fresno, Fresno, CA

MAY 2025

ORGANIZATION MISSION

The Rotary Club of Fresno unites business professionals to take action and create lasting positive transformation in ourselves, our community, and across the world.

As Executive Director, you will play a key role in advancing this mission by leading day-to-day operations, supporting members, and promoting impactful programs in the community and beyond. The Executive Director reports to the Board of Directors.

POSITION SUMMARY

The Executive Director (ED) is the chief administrative officer of the Rotary Club of Fresno, responsible for ensuring effective management of operations, coordination with volunteers, event planning, and communications. The ED will serve as the key staff liaison to the Board of Directors and be accountable for ensuring that the club operates within established guidelines while promoting a collaborative, member-focused culture.

POSITION DETAILS

The Rotary Club of Fresno is looking for an experienced ED to provide efficient administration, coordination of activities with volunteers and communicate effectively with the public. The ED must have excellent time management skills, be detail oriented and have impeccable organizational talents for event planning with fast moving deadlines. In addition to administrative capabilities, the ED shall have exceptional communication skills, compositional and editorial abilities, and an enthusiastic attitude, which invites the participation and cooperation of Rotarian members. The ED's role is to make certain the organization operates within the required framework, follows Rotary's Four-Way Test and oversees membership contributions to the organization that are beneficially utilized. The ED must be flexible enough to adjust to changes in emphasis and direction annually from one administration to another, yet able to influence to some degree the continuation of activities and programs which have proved effective in the past.

The following is a list of key duties and responsibilities. This is not a comprehensive list, and can be added to, deleted from, at any time by the Board of Directors.

Essential duties and responsibilities:

- Oversee daily operations and provide efficient administration of the 225+ member club.
- Ensure implementation of policies and directions established by the Board of Directors.
- Prepare and distribute meeting notices, agendas, and minutes for monthly Board and weekly general membership meetings.
- Attend and/or provide staffing for committees, task forces and any other subdivisions of the club, as requested by the Board of Directors.
- In conjunction with the treasurer, oversee all bookkeeping operations including accounts payable and receivables, provide for a sound financial position and budget by proposing the annual budget for review by the Board of Directors; monitor expenditures to budget; submit budget reports; ensure effective financial controls; and ensure that receivables are collected and processed timely.
- Ensure responsiveness in serving members and the public which includes having the ability to act in a professional manner, keep composure, maintain confidentiality and professionally respond to all individuals with accurate and clearly stated information.
- Ensure compliance with the Rotary Club of Fresno's constitution, bylaws, policies, and state/nonprofit tax regulations.
- Develop and implement policies and procedures, as needed.
- Support membership growth efforts in collaboration with the Membership Committee.
- Assist with fundraising campaigns and initiatives.
- Serve as the public relations officer through an effective marketing and public relations effort. This includes overseeing Fresno Rotary's newsletter, social media outreach, website and relationships with other like-minded entities.
- Attend Rotary-related conferences and conventions (some travel required).
- Perform other duties as assigned by the Board of Directors.

Education, Experience and Skills:

Required Qualifications

- Bachelor's degree (B.A. or B.S.) preferred.
- Minimum of three (3) years of experience in nonprofit management, event planning, or a related field.
- Demonstrated ability to work independently and take initiative without daily supervision.
- Strong organizational, planning, and time management skills.
- Experience working with volunteers and knowledge of volunteer-driven organizations.
- Exceptional written and verbal communication abilities.
- Demonstrate integrity by doing what he/she commits to do, act and speak ethically, and communicate factually.
- Availability to work outside standard office hours and meet fast-moving deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher) and ability to learn new tools.

- Valid California driver's license and access to a reliable vehicle with applicable insurance.
- Integrity, professionalism, and ethical conduct.

Preferred Qualifications

- Experience with CRM platforms, and donor/member management tools.
- Familiarity with marketing tools such as Canva or Mailchimp.
- Prior experience in public relations, event planning, or nonprofit leadership.
- Understanding of Rotary International and its guiding principles, including the Four-Way Test.

Physical and Work Requirements:

This role requires the ability to:

- Sit for extended periods and use a computer.
- Use hands and arms for typing and reaching.
- Navigate various terrains (e.g., fields, stairs, asphalt).
- Occasionally lift up to 35 pounds.
- Travel locally and out-of-town for meetings and conferences.

EQUAL OPPORTUNITY EMPLOYER

The Rotary Club of Fresno is an Equal Opportunity Employer and is committed to building a diverse and inclusive team. We do not discriminate based on race, religion, color, national origin, gender, gender identity, sexual orientation, age, disability status, or veteran status. The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be constructed as a declaration of specific duties and responsibilities of any particular position. Employees may be required to perform job-related tasks other than those specifically presented in this description.

COMPENSATION AND BENEFITS

- This is an exempt, salaried position with paid vacation and holidays.
- Annual performance and compensation reviews.
- SIMPLE IRA retirement plan.
- Mileage reimbursement at the IRS standard rate.
- Flexible scheduling or hybrid work arrangements may be considered.

DEADLINE AND HOW TO APPLY

Please send your resume and cover letter to president@fresnorotary.org.

Applications will be acknowledged upon receipt. Position is open until filled, but priority review will begin on **June 1, 2025**.

Join us in making a difference in Fresno and around the world — apply today!