



Memphis Restaurant Association

P. O. Box 770027, Memphis, TN 38177

CONTACT: Ernie Mellor, MRA Board President dining@memphisrestaurants.com

TITLE: MRA Executive Director

STATUS: Part-time, Independent Contractor (*depends on work load*)

REPORTS TO: Board of Directors

SALARY: To be discussed

RESPONSIBILITIES: Administrator, Membership Director, Bookkeeper, Sales Person

JOB SUMMARY:

The Executive Director is responsible for implementation of annual goals and objectives, as well as, policies set by the Board of Directors. The ED provides leadership and overall management and operation of the Memphis Restaurant Association. The ED is responsible for implementation of administrative, program and financial policies as well as visionary and strategic planning for the association with a hands-on approach.

ESSENTIAL JOB FUNCTIONS (*including but not limited to*):

OVERALL OPERATIONS AND ADMINISTRATIVE FUNCTIONS

- **Membership Recruitment /Retainment** – Solicit new members and maintain open communications with current members to assist with problems or issues that might arise.
- **Accounting**- Manage the bookkeeping for MRA & MRAPAC. QuickBooks, A/R, A/P, Banking, etc.
- **Publishing** - Letters, updates, proofing, editing, printing of monthly newsletter, biannual buyer's guide and annual dining guide.
- **Membership Meetings** - Set up agenda, secure meeting location, coordinate and approve catering or BEO, liaison for speakers, report on membership, projects and other ongoing business.
- **MRA Inquiries** – Talk with prospective members, current members, salespeople, Media, general MRA inquiries etc.
- **Social Media/Website** – Review to keep up-to-date/fresh look, post updated content on a regular basis
- **Seminars** – Research for good speakers and topics.
- **MRAPAC**- Serve as MRAPAC Treasurer, file annual reports on time electronically with TN Bureau of Ethics & Campaign Finance, administrative support to MRAPAC Board
- **Annual Review**-Performance Review

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SOCIALS:

- **Banquet** – Make sure event follows event punch list timeline, set date, write letters to members to solicit tickets, set up purveyors meeting, procure grocery list from Chef and distribute to purveyors, coordinate with food and beverage chairs, coordinate with chef/hotel, oversee ticket sales, take pictures/story for newsletter.
- **Summer Social** – Set date, write letters to members to solicit tickets, coordinate with food and beverage chairs, coordinate with summer social contact, oversee ticket sales, take pictures/story for newsletter.
- **Fall Social** – (Does not occur every year) Set date, write letters to members to solicit tickets, coordinate with food and beverage chairs, coordinate with fall social contact, oversee ticket sales, take pictures/story for newsletter.
- **Golf Tournament** – Make sure event follows event punch list timeline provide member lists, update letter and flyers to be mailed, assist with invoicing.
- **MRAPAC**- Assist with planning and execution of MRAPAC Events.

COMMUNITY EVENTS & PROJECTS:

- **Community events** – work with various organizations on events such as the food bank's Feed the Need, Zoo Rendezvous, Youth Village's Soup Sunday, MIFA's Christmas Day Meals, Memphis Magazine's scene dining, etc.
- **Volunteer & community organizations** – work with various organizations on projects such as the university of Memphis hospitality scholarship, Memphis city schools DECA competition, the health department, community foundation, healthy Memphis, etc.
- **Fundraisers** – work as liaison for various fundraisers, events, and parties to procure gift certificates, help procure restaurant participation and disseminate information about said events (as varied as lunches for health department workers at flu shot clinics to helping the girl scouts with a cookie competition).

MINIMUM REQUIREMENTS:

- Undergraduate Degree
- Computer and Desktop Publishing skills
- Administrative experience with a business or corporation
- Restaurant experience

CORE COMPETENCIES:

- Strong organizational, administrative and financial management skills.
- Comfortable in hands-on role.
- Able to manage the essential tasks required to meet the goals of the MRA.
- Strong written and oral communication skills.
- Personable and outgoing.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.