

Executive Director Job Description

1. Government Relations:

- Protects the interests of the FDFA and its Active Members by developing ongoing contacts and relationships with the bureaucratic and political wings of government.
- Form appropriate strategic alliances and contacts with other interest groups (suppliers, associations, tourism bodies, etc.)
- Use contacts and relationships to develop an early warning system with respect to government and regulatory issues under discussion or impeding.
- Ensure the FDFA has a good public image and profile with key government and industry contacts.
- In coordination with the FDFA Committee Chairs, undertake up-to date research, fact-finding and other information gathering and prepare briefs, and positions papers, to permit a timely and effective response to regulatory and political issues.
- When required, arrange and set up meetings for FDFA representatives with government officials.
- Recommend the use of outside consultants and lobbyists when required.

2. Public Relations

- Monitor media activity for news items that may impact the FDFA, its Active Members and/or the Duty Free Industry and communicate relevant information to the FDFA Board, Committee Members and General Membership
- Plan and implement public relations programs to develop a positive and strong public profile for the FDFA via interviews, speeches, press releases and ongoing media contacts, etc.)
- Review the content of proposed press releases and media interview with the board for approval prior to their occurrence.

3. Research and Fact Finding

- Support the work of the FDFA Board of Directors and Committees by completing background research, fact finding, assessment of alternatives and other necessary fieldwork.
- Manage and oversee the work of any outside consultants and arrange for all financial and administrative requirements for consultants

4. General Management of FDFA Activities

- Provide leadership and vision in all areas of FDFA activity.
- Take an active role as a member of the FDFA Board of Directors and Program Committees
- Provide support services to the FDFA Board and the FDFA Committees (organize and arrange meetings, provide minutes, complete all necessary fieldwork, research and fact finding).

5. Industry Statistical and Trend Reports

- Develop and maintain appropriate market research and member information sharing statistics
- Publish periodic and annual reports that will assist the FDFA members in gauging the effectiveness, efficiency and competitiveness of their business operations

6. Membership Communications

- Develop appropriate and timely forms of communication to keep FDFA members informed on impending issues and of ongoing work. Solicit member feedback and input on issues where appropriate.

7. Member Benefits

- Identify, analyze and assess opportunities that may provide tangible benefits to members (store bags, credit card discounts, travel discounts, accommodation discounts, sources of useful information and materials) for presentation to the FDFA Board.

- Implement benefit programs as approved and directed by the board.

8. Annual Plan, Budget and Financial Reports

- Prepare an annual strategic plan covering all aspects of operations including key short-term and long-term objectives, initiatives and activities.
- Prepare detailed budgeting of the plan covering all revenue and expense items.
- Prepare timely, complete and accurate periodic summary reports for the Board of Directors and membership

9. Accounting and Administration

- Submit periodic time management reports to the FDFA Chair
- Submit periodic expense reports to the FDFA Board
- Complete administrative tasks to maintain the FDFA Office including timely government reporting requirements, neat and effective filing of office documentation
- Oversee and supervise contract resources (i.e. auditor)

10. Annual Convention

- Work with the convention committee to develop an overall plan for conventions
- Provide leadership, insight and vision for improving the content and operation of conventions
- Oversee and supervise the contract firm/person planning, administering and operating the convention