



International Association of Black Actuaries

Position Description

Position Title: Assistant Director of the International Association of Black Actuaries

Reports to: Executive Director

Status: Full-time exempt

Compensation: Salaried, pay range of \$50,000 - \$60,000

About the International Association of Black Actuaries:

The International Association of Black Actuaries is a professional and student member organization whose mission is to increase the number of successful Black actuaries through programs and partnerships that address their underrepresentation in the profession.

Our vision is equitable exposure, access, development, and advancement for Black people within the actuarial profession.

Membership in our organization is open to all who support our mission.

About the Position:

The IABA is searching for an Assistant Director to report to the Executive Director. This position is focused on upholding the mission and values of the IABA. The ideal candidate will be focused on putting their experience to work while growing their knowledge of all aspects of IABA.

The Assistant Director's Primary Responsibilities are:

- 1) Support the Executive Director as necessary
- 2) Communications & Branding Management
- 3) Fundraising & Sponsorship Support
- 4) IABA Meetings Coordination

Responsibilities:

Operations

- Oversees the successful execution of our programs by collaborating with staff on programs, communications, and operations of the IABA
- Coordinates, and provides support to IABA volunteers who serve on the program initiatives



- Tracks the activities and results of volunteers and programs
- Ensures programs quality are upheld
- Supports the group leading the planning of the annual conference to ensure a top-quality conference is put on every year
- Ensures that the programs and initiatives are meeting the needs of IABA's key stakeholders
- Works with Executive Director and Board to develop goals and strategies
- Perform other duties as necessary

Communications

- Educates IABA partners on the operations and programs of the IABA
- Helps to develop communications strategies and goals
- Maintains and oversees IABA's social and traditional media communications efforts

Fundraising

- Supports and maintains annual membership and corporate sponsorship fulfillment and goals
- Identifies opportunities for growth in the membership and sponsorship programs
- Oversees benefits and programs related to membership and sponsorship programs (program fulfillment)

Skills & Abilities:

- Desire to grow your skill set by taking on a variety of responsibilities
- Team player, open to feedback
- Approachable
- Proactive, results-oriented driver
- Ability to work with outside organizations, corporate sponsors, volunteers, and members in a collaborative way
- Service-oriented to the volunteers, staff, board of directors and partners
- Conscientious, with attention to detail
- Ability to prioritize multiple tasks and time demands
- Strong communications skills, verbal and written
- Strong ability to build positive working relationships within the organization
- Strong ability to manage and direct volunteers
- An attitude of continuous improvement, pushing to make our programs better
- Strong computer skills (including Database, Word, Excel, Powerpoint)

Requirements:

- College degree preferred
- At least three years of successful nonprofit experience or in a related field



- Nonprofit development/volunteer coordination/project management experience would be ideal.
- Event management experience would also be valuable.
- Preference would be for the Assistant Director to be located in Philadelphia, however location outside of this area will not be a primary deciding factor.
- Strong references.

This position is a full time 40 hour Exempt position. This is a remote position; 5 days a week, with the exception of annual conferences and other events and meetings which may require in person attendance. This position also includes working some weekends and evenings at programs and volunteer events.

For consideration, please email resume and cover letter as 1 PDF to: **iaba@blackactuaries.org** Be sure to include the title of the position you are interested in with your letter. Please have “[Your Last Name] – Assistant Director IABA” in the subject header for the email. Only those candidates selected for an interview will be contacted. No telephone calls for position inquiries, please.

The International Association of Black Actuaries is an equal opportunity employer committed to diversity at all levels.