

Lost River Airport Association Business Manager

January 2023

The Lost River Airport Association Business Manager reports to the President of the Lost River Airport Association. The Business Manager assists the president and the board of the Lost River Airport Association to manage the day-to-day operations and long-term strategic plans for the Association. The position is a contracted, hourly position, compensated at \$40/hour with a maximum of the budgeted \$8,000/per this 2023 calendar year.

Duties vary based on the priorities as laid out by the president and the board – not limited to, including the following:

- Serve as the primary contact on behalf of the Lost River Airport Association to association members, outside parties and inquiries, government agencies, vendors and the general public
- In partnership with the LRAA board president, create and distribute the monthly board agenda and participate in the monthly board meetings
- Assist in the planning, preparation and delivery of the annual membership meeting
- Assist in creating, editing and delivering communications to the LRAA association members
- Ensure the LRAA Web site is kept up to date with current information in partnership with our website vendor
- Assist in garbage and recycling efforts in partnership with the garbage and recycling committee board member lead, including serving as the primary point to Waste Wise, ensuring garbage and recycling pick-ups and reviewing and approving the monthly Waste Wise invoice
- Manage and keep up to date the primary contact list of the owners within the association
- Contact and pursue collection from members with outdated/overdue membership dues
- Serve as primary contact to our LRAA Accountant, Bart Bradshaw's office: pick up mail, provide updated membership information and manage communications to and from our accountant and the LRAA board
- Ensure updated membership contact information is provided to the LRAA treasurer, our accountant, & the water system database and communications/Web site database
- Flag issues requiring board awareness and facilitate dissemination of information to the association including: natural disasters, burn bans, health and safety concerns, etc.
- Manage all insurance policies on a yearly basis to insure all policies are up to date and renewed
- Work on special projects as assigned by the board and their respective committees
- Other duties as assigned

Key requirements for the position are:

- residing full time within the Lost River Airport Association
- proficient with all forms of communication including, writing, Gmail, word and excel
- excellent communications skills, friendly and diplomatic demeanor, good judgement and problem-solving skills
- imperative to function as a thoroughly neutral party amongst the board and within the association
- time-management is a must – the right candidate will be able to prioritize hours according to current priorities and emergent issues
- able to juggle and prioritize a variety of inquiries and demands

**IF YOU ARE INTERESTED IN APPLYING FOR THE LOST RIVER BUSINESS
MANAGER POSITION, PLEASE PROVIDE A BRIEF INTRODUCTION OF
YOURSELF, AS WELL AS YOUR RESUME, AND SEND A MESSAGE VIA EMAIL
TO: LRAA.BUSINESS@GMAIL.COM & LRAA.PRESIDENT@GMAIL.COM**