

# AVS Executive Manager Job Description

The Executive Manager is an integral part of the AVS team with significant responsibilities. The Executive Manager exhibits great enthusiasm and practical knowledge to perform day-to-day essential varied office work in a friendly environment. This position efficiently and accurately assists the president of the longest-running vegan organization in the U.S.

The Executive Manager position is onsite at the AVS headquarters in Malaga NJ (Greater Philadelphia); therefore, the applicant should live locally or be interested in residing at AVS HQ (receiving food and housing). This is planned as a long-term position; however, the initial contract is for 3 months with reevaluation for renewal. Hours have flexibility and will include occasional weekend events. Job encourages healthy lifestyle including physical activity, staff vegan lunches, and laughter in a unique work environment. Hours may start part-time, but with a view for full-time in the future. Salary strives to be commensurate with experience, within reasonable nonprofit budget.

An Executive Manager assists the President in any or all of the following:

**Accounting and Data:**

- Assists in timely completion of all required annual forms for the organization
- Maintains membership data records
- Reviews, purchases, and ships books and other merchandise
- Assists the Treasurer with accounts payable and accounts receivable
- Performs data collection and analysis

**Communications:**

- Responds to Email correspondence
- Contributes to the E-newsletter

**Organizing:**

- Maintains administrative calendar
- Assists with mailings and events

**Organizational improvement:**

- Creates plan to increase membership
- Participates in organization's growth and project development

**Other:**

- Assists with other tasks as needed.

**Requirements:**

- Must be an efficient, good communicator (written, oral, office, and social) with strong math skills who works well in a unique setting.
- Possesses bachelor's degree in an applicable field such as business, nonprofit administration, English, accounting, communications, or have equivalent experience.

Have a strong working knowledge of veganism and ahimsa with commitment to the objectives of the organization.

Maintain a valid driver's license with good driving record and have the ability to lift and carry 40 pounds.

This is an instrumental position for a well-organized person who is enthusiastic about the history, present, and future of AVS.

Applicants should have experience with (or strong desire to learn) programs currently used at AVS: Microsoft Publisher, Word, PowerPoint, and Excel; Adobe Photoshop; Quick Books; Alpha; and Robly.

**Apply:**

Please send cover letter, one-page resume, and three references to [anne@americanvegan.org](mailto:anne@americanvegan.org).

Interviews are currently taking place, by phone and then a multi-day in-person working interview at the headquarters.