

Terre Haute International Airport – Hulman Field
Position Description: Executive Director

Approved Date: January 23, 2012

Position Summary:

The Executive Director is the senior level manager of the airport directly responsible for ongoing development and implementation of strategic planning initiatives, motivation and leadership of Airport staff and communicating with key stakeholders.

Essential Duties and Responsibilities:

- Reports to the Board of Directors
- Directly supervises, motivates and develops airport management staff
- Collaborates with Airport staff, engineers, and consultants on both long and short term development plans
- Develops and implements key components of the Airport's Vision and Strategic Plan
- Communicates the Airport's Vision and strategic initiatives to key internal and external stakeholders
- Serves as primary liaison with federal, state, and local regulatory agencies
- Coordinates federal, state, and local legislative issues with elected and appointed representatives
- Advises the Airport Board of Directors on financial and administrative issues and policies.
- Directs the preparation and implementation of the operating and capital budgets for Board review and approval
- Directs the marketing of airport facilities and services to air carriers (passenger and cargo), prospective general aviation customers, and military as well as other potential users/tenants
- Serves as primary airport spokesperson, media contact, and liaison with general public and airport tenants
- Participates on industry related boards and committees benefiting the airport
- Conducts annual performance appraisals for all direct reports
- Acquires and retains applicable certifications and licenses

Required Knowledge, Skills, and Abilities:

Knowledge of management and leadership principles and practices as applied to the implementation of a broad vision and strategic plan. Must have the ability to coordinate airport related issues with other governmental agencies, to communicate effectively (both orally and in writing), and to establish and maintain effective relationships with employees, tenants, public officials, and the general public.

The successful candidate will have a positive outlook with the ability to implement a growth oriented culture at the Airport that supports the long term vision and strategic initiatives defined by the Executive Director in collaboration with key stakeholders and the Board of Directors.

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Education and Experience:

- Bachelor's degree in Business Administration, Marketing, or Airport Management preferred
- A minimum of five years of senior-level management experience with increasing responsibilities
- Ability to obtain and maintain an Indiana motor vehicle driver's license
- Past military experience preferred

Supervision:

The Executive Director supervises the following positions:

Director of Operations
Assistant Director of Marketing and Development
Assistant Director of Finance and Administration

Classification: This is an exempt position

Expected Salary Range: \$80,000 - \$120,000

How to Apply:

Please submit your resume and references to cdoll@huf.com by Friday, February 17, 2012 at 5:00 PM EST. In your email, please include all web links to your "web presence", including but not limited to videos, news articles, blogs, LinkedIn account, and other professional sites that highlight your career achievements.