

Job Description: Executive Director

Transload Distribution Association of North America (TDANA)



www.tdana.com

Position Overview:

The Executive Director is the chief administrative and operational leader of the Transload Distribution Association of North America (TDANA), a national non-profit organization. This role is responsible for managing the day-to-day business of the Association, supporting the Board of Directors, engaging with members, overseeing financial and corporate records, and ensuring the successful planning and execution of TDANA conferences and events. The Executive Director represents TDANA across the rail, transload, and logistics industries, promotes membership growth, and supports the Association's mission to educate, connect, and advocate for the transloading community. This role is a contracted position and does not qualify for full-time status.

Responsibilities

The Executive Director's responsibilities include, but are not limited to:

Leadership, Governance & Member Relations

- Act as the primary liaison between the Board of Directors, TDANA members, Regional Directors, and partner associations.
- Represent TDANA at industry gatherings, conferences, and association meetings; deliver presentations as needed.
- Maintain proactive communication with TDANA membership and ensure accurate membership data and records.

Association Administration & Corporate Management

- Manage the business operations of the Association, including staff, subcontractors, vendors, and service providers.
- Maintain all corporate records under the direction of the TDANA Secretary, including Articles of Formation, Bylaws, Book of Minutes, corporate filings, annual tax filings, and other legal documentation.
- Provide prompt, high-quality customer service for all TDANA inquiries.

Financial Management

- Maintain accurate financial records and prepare financial statements, budgets, aged receivables, and financial reporting under the direction of the Treasurer.
- Manage banking activities, invoicing, collections, and financial compliance.
- Track time and hours of service related to TDANA activities.

Membership Management

- Maintain a complete and current membership roster by membership class.
- Prepare annual dues invoices, manage collections, and process new membership applications.
- Promote membership growth, retention, and engagement to increase Association revenue.

Conference & Event Management

- Manage all aspects of the Annual Conference and other TDANA meetings.
- Prepare recommendations for venue locations and present vendor, speaker, and negotiate service contracts for final execution.
- Prepare and process registration forms; evaluate venue performance and event outcomes.
- Participate in agenda development, solicitation of speakers, and identification of relevant industry topics.
- Develop, promote and secure sponsorship opportunities for Annual Conference, meetings, golf outings, and TDANA events.

Communications & Marke

- Prepare all written communications for the Association, including marketing, official notices, programs, flyers, advertising, signage, registration forms, and evaluation materials.
- Manage and update the TDANA website, social media platforms, CRM system, and associated subcontractors to ensure accurate and timely content.
- Promote TDANA's mission, events, and membership offerings across all platforms to support growth in membership, sponsorship, and conference attendance.

Additional Duties

- Perform other tasks or responsibilities as assigned by the Officers or the Board of Directors.
- Actively promote the transloading industry and TDANA's role in supporting safety, operational excellence, and industry networking.

Ideal Candidate Qualifications

Required Skills & Attributes

- Highly organized, detail-oriented, and self-motivated.
- Excellent written and verbal communication skills.
- Strong proficiency in MS Outlook, MS Excel, MS Word, and QuickBooks.
- Effective networking and negotiation skills.
- Ability to manage multiple priorities and meet deadlines, particularly during peak activity periods.
- Comfortable interacting with senior executives, board members, committees, and diverse groups of stakeholders.
- Strong customer service orientation and responsiveness.

Preferred Experience

- Experience in organizing large events, conferences, or industry meetings.
- Professional experience in transportation, rail, logistics, or related trade/industry associations.
- Background working within membership-based organizations or nonprofit environments.

Personal Characteristics

- Professional presence and confidence when representing the Association publicly.
- Strong problem-solving skills and a proactive, hands-on work style.
- Collaborative, diplomatic, and skilled at relationship-building.
- Enjoys working with diverse groups and communicating across all organizational levels

How to Apply

Please email your resume and a brief statement of interest to:

Contact: Jason Hodge – TDANA President

Email: jhodge@precisiontl.com

Subject Line: TDANA Executive Director Inquiry

Questions may be directed to the same email address.