



**Job Title:** Part-Time Executive Director

**Location:** Remote with in-person monthly event in Chicago, Illinois

**Effective Date:** June 2022

**Time Commitment:** Estimated 10-15 hours per week

**Reports to:** Board of Directors

**Salary:** \$50,000 per year

Please return your resume to The Solution CEO, Dot Miller, at [dot@thesolutionwebsite.com](mailto:dot@thesolutionwebsite.com) by May 20th.

**The Solution, Inc.**, is a full-service association management company (AMC) that maximizes the value and potential of our clients' organizations, while stimulating growth and engagement. We specialize in professional and membership associations, nonprofit organizations and chambers of commerce across Colorado and nationwide. We are fiercely loyal to our clients. We are **The Solution**.

To read more about The Solution, please visit [www.thesolutionwebsite.com](http://www.thesolutionwebsite.com).

#### **Job Summary:**

The Executive Director is responsible for working with the Association's Leadership and Membership to manage all aspects of the Association's operations. This includes setting and providing strategic guidance for board initiatives, providing operational excellence, helping the board build sustainable revenue streams for the association, and developing marketing campaigns, all while managing the day-to-day administrative tasks of the organization.

**Specific responsibilities are listed in each scope of work for the specific client. The following represents the most frequent examples.**

#### **Duties/Responsibilities:**

- Establishes a strong relationship with members, focused on correspondence and troubleshooting
- Provides leadership in the development of the association's statement of vision, mission, goals and the corresponding strategies, plans, and budgets to achieve them
- Ensures the development of priority plans, performance measurements, management controls, and critical success factors
- Provides administrative support to Association leaders through correspondence and meeting agenda and minutes administration.
- Manages day-to-day operations of client by monitoring and responding to email and phone calls from board, committees, members and partners
- Oversees website and social media content and strategy
- Oversees, plans, promotes, and attends association events
- Maintains association calendar
- Oversees and implements communication to members including email, phone, mail, and website management
- Oversees all aspects of member development including recruitment, onboarding, and retention
- Develops and provides appropriate policy recommendations for consideration by the Board
- Presents Executive Director's Report at all Executive Committee meetings
- Acts as spokesperson for the association if President is unavailable
- Maintains the necessary contacts to keep abreast of emerging issues of significance to the association
- Works in conjunctions with President, President Elect and Treasurer to create association budget
- Reviews monthly financials to ensure the association stays within budget

- Handles all logistics related to training and other events to include sponsorships, contract negotiation, onsite support, volunteer coordination and registration
- Problem-solve gaps in communication and database management.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills
- Interpersonal and customer service skills
- Sales and customer service skills
- Organizational skills and attention to detail
- Time management skills with a proven ability to meet deadlines
- Analytical and problem-solving skills
- Supervisory and leadership skills
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to function well in a high-paced and at times stressful environment
- Proficient with Microsoft Office Suite or similar software

**Education and Experience:**

- High school diploma or equivalent
- At least three to five years of experience in association preferred, but not required
- Current CAE credentials or certification preferred
- Experience working with databases, CRM and/or ability to learn new technology software

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times