



THE SOLUTION

Yes Is The Answer

Association Management | Education | Facilitation | Guidance

The Solution: An Association Management Company
www.TheSolutionWebsite.com | 303-885-2501

We are hiring! Lucky you!

3 Positions in 3 Locations: Each Begins in June 2022

CHICAGO: Part Time Executive Director

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.

COLORADO: Full Time Deputy Director

The Deputy Director is responsible for working with the CEO to manage meetings and programs of a Development Council, legacy and leadership programs, investor relations and implementing investor strategy. This position will also be responsible for website redevelopment and social media marketing through story telling through the member and investor lens.

FLORIDA: Full Time Account Manager

The Catalyst, also known as an Account Manager, is an administrative wizard that supports local, state and national clients and their members across various industries. To keep The Solution's stellar reputation at the top of the charts, our Catalysts have exceptional customer service and relationship-building skills. We respond to daily emails and phone calls. We answer questions, we plan events, we design newsletters and write content for social media. We are looking for an additional team member who will be responsible for assisting multiple clients while keeping multiple projects on track. Incredible organizational skills and exceptional communication skills are a must. If you don't have them, please don't apply.

For each of our positions at The Solution, we are looking for a champion. Does that sound like you? If so, see the complete job descriptions listed by job description on the links below the Contact Us header and email your resume to dot@thesolutionwebsite.com.

Association Management or Chamber of Commerce experience would be a major plus, but is not required.