



CONFLUENT STRATEGIES

Merging Insights with Actions

Association Executive Director

FLSA Status: Exempt
Benefits Available: Medical | 401K | PTO | STD | LTD | Life
Employment Type: Full-Time

The Management Services division of Confluent Strategies offers administrative, financial, marketing, and event management services for various professional associations on a contract basis, and the Association Executive Director (AED) position is a key member of this team. Under the direction of the Vice President of Management Services (the “VP”), the AED provides the associations and their board members with backend administrative functions, allowing the boards to focus their time and resources on running and improving their organizations. The AED also plans, organizes, coordinates, promotes, and executes the Great River MBA Conference and other Management Services events.

Essential Duties and Responsibilities

These essential duties and responsibilities are not intended to be and should not be construed as an all-inclusive list of responsibilities, skills, or working conditions associated with this position. Although the following list is intended to be an accurate reflection of the job requirements, the VP reserves the right to modify, add, or remove duties as necessary.

Customer Service

- Board Management: attend board meetings and/or annual meetings, according to contract, and maintain board minutes.
- Financial Management: understand and interpret financial reports, assist with annual budgets, manage and prepare government corporate filings, manage vendors, and collect annual membership dues.
- Communication: responsible for all forms of communications with board members and association members.
- Meeting Planning: coordinate all regular meetings from conception through execution using association planning documents to manage tasks, space grids, food/beverage, audiovisual, and volunteer/staff schedules.
- Marketing Services, according to contract: newsletters, emails, flyers, website, and manage marketing lists.
- Membership Management: manage member contact information, track growth/decline of membership, and propose and plan membership drives.

Event Management

- Budget preparation, expense management, contract coordination, cost-control analysis, and post-conference financial reconciliation.
- Host planning calls and meetings.



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- Program/agenda development and speaker selections. Provide speaker confirmations, communications, and onsite assistance.
- Evaluate marketing needs and work with the Management Services Marketing Manager to create promotional materials and onsite graphics.
- Sell sponsorships and registrations.
- Identify venue options and prepare comprehensive comparisons.
- Oversee all vendor correspondence.
- Serve as onsite point person for major events to guide teams, vendors, and event workflow.
- Research event and industry trends and implement necessary changes to ensure operational excellence.
- Evaluate event-associated risks to ensure proper insurance coverage for the company, associations, and attendees.

Internal Management

- Reimbursement Management
- Contract Renewals
- Business Reviews
- Continuing Education
- Manage Appropriate Non-Standard Services and Cross-selling

Skills and Qualifications

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience: Bachelor's degree from an accredited institution in business, marketing, event planning, communications, or relevant field of study preferred. Two (2) to five (5) years' of professional experience preferred.

Other Skills and Qualifications:

- Two (2) to five (5) years' experience in event planning, project management, marketing, sales, and/or administrative experience desired.
- Willingness to travel and to work independently and autonomously.
- Proficiency in Microsoft applications.
- Familiarity with email marketing platform such as Mailchimp or Constant Contact.
- A quick learner who is comfortable multitasking.
- A good time manager who is deadline oriented.
- Able to understand and interpret industry briefings, contracts, letters of agreement, and procedures manuals.
- Superior oral and written communication skills with a strong attention to detail.
- Ability to lead meetings and speak effectively in front of groups.
- Budget-savvy, finding creative ways to do more with less.



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- Comfortable in a fast-paced, highly cross-functional organization.
- Ability to partner well with all levels in the organization and work well in a team environment.
- Strong organization and planning skills is required.
- Excels under pressure and confident handling last-minute details.
- Professional demeanor and strong client-facing skills.
- Decisive with strong interpersonal skills.
- Ability to anticipate and plan for different scenarios.
- Energetic, motivated, self-starter.
- Exercise independent, responsible judgment and handle confidential and sensitive information.

Occasional evening work and travel are required.