

Assistant Account Executive

Purpose of the job:

The Assistant Account Executive is responsible for supporting the Account Executive to fulfill all aspects of contracted association management service. This includes oversight and coordination of client and staff activities for the Board of Directors in areas of event management, accounting, membership development, communications and technology.

Essential functions and responsibilities:

- Support the Account Executive to communicate client activities articulately to volunteer leaders and members
- Communicate regularly with other departments as appropriate to ensure all contract obligations are met
- Work with the Account Executive, Membership Department and volunteers on key activities to ensure membership goals are met
- Schedule and fulfill the logistical needs of Board and Committee meetings in a timely and accurate fashion to facilitate a seamless meeting
- Assist in the creation and monitoring of an annual budget for client association(s)
- Assist in the creation and management of an annual operations plan that guides client activities
- Work closely with the Communications Department and volunteers to ensure publications, website and electronic communications are produced and distributed on a timely basis
- Work with the Finance Department to ensure that event, dues, and marketing/advertising invoicing is accurate and timely performed
- Other projects and duties as assigned

Job Requirements

Education, Training, Experience:

- Excellent interpersonal skills (experience working with volunteer boards, committees, volunteers, and members-based organizations)
- Excellent communication skills (verbal, including meeting facilitation and project management)
- Excellent writing skills (includes writing newsletter articles, taking minutes, writing actionable e-mail)
- Organized, creative, self-starter who takes initiative
- Time management (must balance and prioritize multiple projects)
- Leadership qualities and desire to excel in an association management career
- Understanding of budgeting and basic accounting
- Strong computer skills with programs including Word, Excel, Outlook, and PowerPoint