



## **HYBRID WORK SCHEDULE AVAILABLE**

[Association Headquarters](#) is searching for an Executive Director to support our valued client partner. The Executive Director serves as the chief executive officer of the association under the direction of its officers and board leaders. The Executive Director is responsible for the effective conduct of the affairs of the association and assists the officers and the board leaders in the formulation of the association's mission, goals, and objectives. Infrequent consultation with the Association President, the Executive Director plans, organizes, coordinates, and directs the staff, programs, and activities and is responsible for its fiscal management and staffing.

### **Essential Duties and Responsibilities**

#### Legal Compliance

- Assures that Association has proper governing and legal documents
- Responsible for association operating in compliance with applicable laws and regulations (State and Federal laws, Articles and bylaws, etc.)
- Follows AH's published best practices with respect to articles of incorporation, annual incorporation filings, and Bylaw compliance)

#### Strategic Direction

- Follows AH's best practices in leading assigned organization to create a Strategic Plan and update it regularly
- Oversee implementation of the Strategic Plan
- Lead Board to maintain a strategic focus

#### Risk Management and Insurance Coverage

- Ensures that assigned organization has appropriate coverage for all programs and performs a regular review to confirm that it is maintained.
- Oversees proper filings related to copyrights and/or trademarks in order to properly protect assigned organization's intellectual property

#### Governance and Leadership Development

- Effectively lead Board and Committee structures that align with an organization's strategic plan
- Oversee creation and consistent delivery of Board orientations
- Facilitate creation and documentation of an effective Leadership Development program in conjunction with Board so that a constant pipeline of emerging leaders is created and maintained

- Create and maintain a nomination process that aligns with the strategic goals and focus of the organization
  - Identify skill gaps
  - Oversee proper voting process
- Oversee a consistent Board self-assessment process
- Execute and maintain required volunteer governance forms (anti-trust, confidentiality, conflict of interest, whistleblower, etc.)

#### Finance

- Develop, present and manage the organization within an annual budget
- Oversee effective financial reporting to the Board and relevant committees, proactively alert Board to any significant variances
- Create and maintain an investment policy statement and all related reporting
- Oversee an annual audit by an outside accounting firm

#### Accreditation Compliance

- Conduct annual partnership survey and work with AH's CERO and client partner Board to respond to any reported concerns
- Review client contract with all team members on a regular basis
- Follow all document retention policies
- Follow all file structure policies

#### Educational Delivery/Meetings/Certification

- Oversee all events and conferences
- Maintain an awareness of online educational options, virtual meeting options

#### Membership

- Maintain an understanding of all market segments and stakeholders
- Lead conversations with Volunteer leaders to document membership trends and perform the necessary analysis
- Facilitate regular membership surveys to maintain an understanding of member experiences and identify opportunities for new products and/or services to add value to members
- Create and maintain relevant privacy policies

#### Staff Leadership

- Perform timely annual performance reviews, conduct an annual review of each team member's job description
- Proactively focus on succession planning for each role on the team
- Maintain an organizational chart
- Support the professional development of each team member, identify relevant training programs or specialized skill development programs

Image, Brand Management

- Create and maintain documented policies related to the use of a logo
- Oversee adequate PR and Media training for Volunteer Leaders Maintain relevant style manuals and enforce usage so that brand awareness and consistency is achieved

### **Education, Experience and Required Proficiencies**

Bachelor's degree required or a minimum of ten years related industry experience; CAE preferred.

### **APPLICATION INSTRUCTIONS**

To be considered for this position, the online application must be submitted, along with an updated resume. All applicable fields on the application are required.

AH utilizes Spark Hire, a video interview software, to gain better insight on our candidates. Please use the below link to submit your video interview for review.

[Executive Director - Spark Hire Interview](#)

AH is a professional services firm that specializes in helping non-profit organizations achieve their mission, create value, and advance their causes, industries, and professions. We have four main divisions within AH — a full-service Association Management Company; a Marketing and Communications Agency (MarCom); a Meetings & Events Management Team; and a division that focuses on other custom solutions such as strategic planning, website builds, database integrations, accounting services, staff recruitment, credentialing management, public affairs and lobbying, and growing non-dues revenue.

For more information, visit [associationheadquarters.com](http://associationheadquarters.com), connect with AH on Facebook at [facebook.com/AssociationHQ](https://facebook.com/AssociationHQ) and follow [twitter.com/association\\_hq](https://twitter.com/association_hq) on Twitter.

Association Headquarters is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, nationality, ethnicity, ancestry, age, sex (including pregnancy), family status, marital/civil union status, religion, domestic partnership status, affectional or sexual orientation, gender identity and expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability (including perceived disability, and AIDS and HIV status), language, national origin, political affiliation, socio-economic status, and other characteristics that make our employees unique.

## **Benefits**

Benefits include, but are not limited to:

- Medical, Dental, and Vision
- Voluntary Life Insurance - Employee Paid
- AFLAC available
- Paid holidays and Paid Time Off (PTO) accrual
- 401k
- Basic life insurance, short term, and long-term disability

Other Benefits of Working at AH:

- Named Best Place to Work by Philadelphia Business Journal 9 Times – based on a survey conducted of our employees
- Industry Leader – Most credentialed AMC, and the first AMC to be Customer Service Certified by the Customer Service Institute of America
- Flex Schedules
- On-site fitness center, open 24/7
- Gym reimbursement program
- Tuition reimbursement program
- Training and Development opportunities