



Executive Director Position Available

Anthony J. Jannetti, Inc. (AJJ), an association management company, is seeking an Executive Director (ED) to work with one of its association clients.

The ED will be responsible for overseeing all organizational operations and working with the Board of Directors to establish strategic direction and fulfill the mission, vision, and goals of the organization.

The successful candidate will possess the following qualifications:

- Bachelor's degree in non-profit business management; Master's preferred
- A background in nursing a plus
- Certified Association Executive (CAE) credential or commitment to obtain the CAE when eligible is preferred
- Progressively responsible experience as a leader in professional associations including experience in strategic thinking/planning and leading goal related initiatives
- Management or higher-level administrative experience in work setting or nonprofit entity, preferably with an association management company
- Financial management experience (e.g., develop and manage budgets, analyze financial reports)
- Experience with membership recruitment and retention
- Advanced analytical, critical, and systems development skills
- Excellent writing, public speaking, and interpersonal skills
- Effective in building and maintaining strong board-staff partnerships
- Strong skills in team building, coaching, mentoring, and developing board, other volunteers, and staff
- Ability to travel to meet client needs (approximately 15% of time and may increase)

The person chosen for the position will be an employee of AJJ and assigned to function as the association ED. The job requires an average of 7.5 hours a week with some weekends and evening. The ED will work at the AJJ office located in Pitman, NJ, approximately 30 minutes southeast of Philadelphia.

Applications will be accepted until the position is filled. To receive full consideration, candidates are encouraged to submit their materials as soon as possible to HR@ajj.com with the subject line AJJ ED.