



## Association Account Manager

We are seeking an organized and motivated Account Manager to join our growing team in our fast-paced Wayne, PA association management office. This is a full-time position that reports to the management team.

### Duties and Responsibilities

- Serve as the Account Manager for several trade association clients
- Communicate and interact independently with volunteer leaders including Officers, Board Members, and Committee Chairs, as well as with the general membership and others associated with or interested in the association
- Effectively manage daily association operations, including the delivery of member programs and services, technology needs and initiatives, committee activities, etc.
- Work with leaders to develop annual operating budgets and manage association finances
- Facilitate strategic planning
- Manage membership recruitment, application/approval process, and retention according to association policies
- Manage the marketing and communications plan of the association, its programs, and events
- Serve as the editor of printed and digital materials, and websites
- Manage the planning of meetings and conferences
- Assist with special projects

### Requirements

- Bachelor's degree
- 3+ years of experience in account management
- Association management experience preferred
- Proficiency in Microsoft Office
- Must be a high energy, strategic thinker with the ability to anticipate the needs of the client
- Strong attention to detail, time management, and client relationship building and management skills essential
- Must have the ability to work independently and take initiative
- Must be willing to travel

### Benefits

As an Account Manager, you will enjoy a competitive compensation and benefits package in a professional environment.

### Company Overview

MultiService Management Company (MMCo) is an association management firm located just outside of Philadelphia, Pennsylvania, that has been specializing in full-service management for associations and professional societies since 1962. Our size enables us to provide personal and continued involvement of the principals on every account. We pride ourselves in giving each of our clients a customized menu of services tailored specifically to meet their needs.

Interested candidates are encouraged to forward a resume and cover letter, including salary requirements, to [pete@mmco1.com](mailto:pete@mmco1.com). MMCo is an Equal Opportunity Employer.