

ASSOCIATE DIRECTOR
MECHANICAL AND SERVICE CONTRACTORS ASSOCIATION OF EASTERN PENNSYLVANIA

The Mechanical and Service Contractors Association of Eastern Pennsylvania (M&SCA) is seeking an Associate Director that is a self-starting, motivated, independent candidate who excels at customer relations and marketing and is proficient with a membership database, website maintenance and social media. This position is responsible for developing and executing strong membership recruitment and retention strategies, including the design and copywriting for promotional materials. In addition, candidates should be able to formulate plans and execute programs that offer exceptional educational and networking experiences for members. The individual should be able to help develop strategy but not be afraid to execute and get things done!

Candidate qualifications:

- Five to seven years of experience in membership or chapter relations department of a trade or professional association.
- Experience working with volunteer committees and/or Boards of Directors
- Have excellent written and interpersonal communication skills
- Skilled at writing and designing promotional and communication materials
- Must be able to analyze markets and marketing potential
- Possess strong customer service skills
- Be detail oriented
- Have a demonstrated ability to handle multiple assignments and projects simultaneously
- The ability to work independently with minimal supervision
- Must be able to work some early mornings and evenings and travel out of state three to four times a year.
- CAE is preferred, but not required

Benefits

Successful candidates will be innovative, creative and interested in getting work done and seeing the results. And you will be rewarded for it! Minimal starting salary is \$80,000 with individual and family health benefits (including dental and vision) paid by the Association. You have an opportunity to participate in a 401K plan AND a profit sharing plan.

About M&SCA: The mission of the Mechanical & Service Contractors Association of Eastern Pennsylvania is to provide representation for each of its Contractor and Allied members, to enhance and perpetuate their business and profitability. There are 199 members who are served by two professional staff. This is a new position. Offices are located in Blue Bell, PA.

Application process

If you are interested in applying for this position, please submit a cover letter that summarizes your qualifications and why you are interested in this position. Please attach your resume and send it to **Ms. Hannes Combest, FASAE, CAE from Governance Directions, LLC at hcombest@gmail.com.**