



Open Position: Executive Director

This position will be within our Association Management Services Division and out of our New Jersey Headquarters.

KEY RESPONSIBILITIES:

- Coordinate all resources (both internal and external) required to meet the needs of the client
- Manage team meetings and projects to ensure targets, deadlines and financial goals are met
- Maintain effective working relationships with officers, members, client staff, vendors and other parties associated with meeting the client's needs
- Approve all expenses associated with assigned client (monthly invoice coding for payment)
- Prepare and manage budgets and verify monthly financial reports
- Report to respective Boards (or officers) on a monthly basis
- Manage all setup requirements for Board/Executive/Committee meetings
- Familiarize yourself with all of client's bylaws and activities
- Help client set realistic goals and take the initiative to help client achieve objectives
- Participate on an ongoing basis in meetings related to meeting company goals, servicing clients and identifying opportunities for improvement
- Supervise staff, help define goals, development opportunities and path to success
- Travel as Required to attend meetings or for business purposes required by the client

QUALIFICATIONS:

- Effective written and verbal communications and ability to communicate well with all levels both within and outside the organization.
- Intermediate or better computer skills
- Experienced Supervisor of Staff
- Extensive Microsoft Office Experience
- Ability to manage multiple tasks and meet required deadlines
- Well-developed interpersonal skills Ability to make clear, concise, and effective presentations.
- Strong understanding of managing finances
- Math skills to support executive level position
- 5+ years ASAE Certification CAE (desired)
- Bachelor's Degree Or other equal professional experiences

To apply for this position please apply on our website or the posting on ZipRecruiter, <http://www.talley.com/openpositions/>.