



Association Manager

Job Description

The Association Manager works with the association's Board of Directors to facilitate the development and achievement of the association's mission and goals, provide sound financial management, deliver programs and services, plan and attend meetings and conferences, grow and retain membership, and provide overall leadership and general supervision for the daily operations of the association.

- Works with and advises the Board of Directors. Attends and provides support for Board meetings.
- Facilitates and implements the strategic plan and provides day to day management of the association.
- Works with the Treasurer to develop and adhere to the annual budget. Safeguards all funds, physical assets, and other property.
- Plans, manages, and evaluates programming that educates and informs association members.
- Plans and provides on-site support for membership meeting and conferences.
- Directs membership promotion and retention programs. Manages member renewal efforts and collects dues.
- Executes all communications to the general membership which includes newsletters, emails, social media, website, and mailings.

Position Requirements (Knowledge, Skills, Abilities)

- Bachelor's Degree required
- Association or business management experience required
- Ability to lead, work well with others, and a self-starter
- Project management, financial, meeting planning, written and oral communication skills
- Computer skills – knowledge of Microsoft Office. Desirable but not required: bulk e-mail marketing and database experience.
- Well organized, able to multi-task and prioritize in a fast-paced environment.
- Strong attention to detail (proofreading)
- Some travel required; no telecommuting

Please send salary requirements with cover letter. McKenna Management offers paid vacation, sick and personal days; health, dental, life and disability insurance; gym and cell phone reimbursement; paid industry memberships/professional development allowance and a 401 K retirement plan with a company match.