# Association Executive

**Location:** Seattle, WA – Remote

**Range:** $80,000 - $115,000 – annually, DOE

This position provides operational and strategic leadership for a portfolio of professional associations. This is a highly visible role that demands extensive customer service skills, a high level of professionalism, and the ability to interface with association leadership regarding the conditions and operations of the organization. You will provide leadership, counsel, and direction to association Board members, volunteers, and staff and oversee the operations of each association.

Success in this position requires a positive, results-oriented account manager with excellent follow-through and attention to detail; the ability to identify and manage resources required to provide client services; impeccable nonprofit leadership and governance skills; strong and persuasive communication skills; the ability to lead a customer-focused staff team; solid technology skills; and a flexible, entrepreneurial orientation. The ideal candidate must thrive in a challenging and fast-paced environment where prioritizing and multi-tasking are the norm.

**Primary Responsibilities:**

- Providing inspired, strategic guidance and counsel to client Boards of Directors
- Working with staff, Board of Directors, and members to carry out association strategic plans and align all association activities with strategic plans
- Managing association programs and services, developing new initiatives, and improving current offerings to meet the needs of members
- Facilitating efficient communication and effective service among and between volunteer leaders, committees, and members
- Strategic business planning to ensure long-term growth and sustainability of each organization
- Ensuring that each organization makes measurable progress against goals
- Keeping leadership fully informed on the conditions and operations of each association

- Attending meetings of the Board of Directors and Executive Committees; taking meeting minutes
- Ensuring that governance documents are current and adhered to (i.e., Bylaws, Policies & Procedures, Conflict of Interest, Records Retention)
- Developing annual budgets; reviewing monthly financials and annual tax returns
- Reviewing and negotiating vendor contracts
- Providing oversight, direction, and production of conferences, events, publications, marketing, and communications
- Identifying the need for additional staffing and recommends resources required to provide services outlined in the client agreement; actively participates in the recruitment and onboarding of new team members
- Serving as liaison with national association headquarters, lobbyists, and/or component societies
- Leading and mentoring a team of administrative, marketing, and event staff

**Qualifications:**

- At least five years' experience as an association executive, account executive, or senior-level management role in a nonprofit organization
- Account management experience required with a successful track record in professional development, financial management, building internal consensus, and supporting external programs
- Innovative and resourceful; actively seeks opportunities to take a leadership role in improving association programs, events, policies, and procedures
- Exceptional client service skills and enjoy working with the public
- Superior attention to detail; first-class organizational skills
- High energy, positive, professional attitude; take pride in work product
- Ability to produce error-free written content quickly, accurately, and on tight deadlines
- Strong computer skills to include Microsoft Office and experience using AMS or CRM platforms preferred
- Excellent written and verbal communication skills
- Strong time management skills and ability to manage concurrent tasks efficiently

- Great team leader with proven ability to inspire staff productivity, set clear expectations, and willing to roll up your sleeves and pitch in to help your colleagues when needed

**Additional Desired Qualifications:**

- Current CAE certification
- CMP certification or involvement with meeting/event planning, event registration, and execution
- Virtual and/or hybrid event experience
- Exposure to Salesforce or other customer relationship management (CRM) systems
- Basic website management experience and/or knowledge of content management systems (CMS), email marketing programs, and HTML

**What we offer…**

As the leading Association Management Company (AMC) in the Pacific Northwest since 1981, SBI Association Management is known for providing innovative technology solutions, marketing, event management, financial, and executive services to manage and grow member-based, professional societies and associations. Our success is deeply rooted in building a seasoned, strong team with a culture of collaboration, integrity, and transparency.

We work hard together and laugh even harder. We value problem solvers and change agents, and your contributions will be truly appreciated. Join us and add your talents to our exceptional team.

**Benefits & Perks:**

- 11 paid holidays
- Paid vacation and wellness time
- 401k with up to 50% employer match
- Employer-subsidized healthcare plans including medical, dental, and vision insurance
- Employer-paid $25k of basic life/AD&D coverage
- Optional supplemental life insurance
- Access to our employee assistance program (including 3 free counseling sessions, will preparation, estate planning, and more)

- Tuition reimbursement
- Paid professional association membership(s)
- …and much more!

**Equal Opportunity Employer**
***SBI is an Equal Opportunity Employer. This means that SBI uses its best efforts to provide equal opportunities to every employee and job applicant without regard to protected characteristics, and that SBI does not knowingly discriminate on the basis of protected characteristics. Protected characteristics means actual or perceived race, religion, creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, civil union status, medical condition, disability (mental and physical), military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances. SBI is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.***