

Client Executive Director

Essential Job Functions

- **Leadership:** Provides visionary leadership for the association and demonstrates the ability to handle multiple responsibilities in directing the operations of the association in accordance with the bylaws, mission statement, strategic plan and policies and procedures established by the association. Works with the Board to ensure the strategic plan is up to date. Coordinate annual elections to ensure successful succession and leadership pipeline.
- **Operations:** Responsible for the effective operation of the association, the direction of activities, advising and making recommendations to the Board of Councilors, and ensuring the decisions and policies adopted by the Board are fulfilled. Provides consultation to the President and Board regarding fiscal, legal, and contractual responsibilities of the association. Works closely with the Board to create and develop opportunities for generating revenue streams for the association. Attends all Board meetings and drafts minutes. Monitors and ensures a high level of customer service in all departments.
- **Membership:** Oversees efforts to increase and retain membership base
- **Conference and meetings management:** Oversees all conference and educational efforts and meetings management.
- **Communications and publication coordination:** Oversees the creation of editorial timelines, content review, and content management targeting appropriate audiences with dynamic marketing campaigns. Supervises the creation of all media and public relations activities. Manages the development of appropriate website content and design. Acts as association spokesperson, as needed.
- **Sponsorship:** Responsible for securing and growing sponsorship revenue for the association.
- **Database and website management:** Oversees the creation and maintenance of member databases, run reports and monitor processes, including conference registration and mobile applications.
- Any other duties or projects as requested. Some travel required. Must be able to lift up to 50 pounds.

Skills/Requirements

Must:

- Have dynamic leadership and supervisory skills; open to continuous evolution both personally and professionally
- Have ability to recognize, implement and build upon established best practices; able to anticipate project needs; handle multiple demands and priorities and achieve organizational objectives. Be able to contribute to ongoing systems development and suggest continuous improvements for efficiency and accuracy.
- Demonstrate creative, flexible and sound analytical skills in complex problem-solving situations
- Have demonstrated work ethic, great communication skills (both written and spoken)
- Enjoy being thoroughly organized; excellent attention to detail
- Be a self-starter in a fast-paced, 'hit the ground running' environment