



JOB DESCRIPTION

Position: Membership & Project Specialist

Classification: Non-Exempt

Reports to: Associate Executive Director

Job Summary

Join an exciting, engaging company that provides a high level of professional and personalized service to our clients which allows them to achieve their goals. You will experience a fun, team-focused work environment while utilizing and growing your skills and talents.

Our team provides a highly responsive environment, which includes high expectations for both strategic and operational tasks including Board and committee support, membership database and dues management, website, social media, and publications administration, marketing and educational project support, support of meetings and other general support.

Responsibilities include extensive contact with members. The individual in this position must be well-organized, have strong verbal and written communications and be customer-service focused.

Responsibilities

- Manage correspondence (mail, email and listserv) and phone lines and respond in a timely and professional manner
- Assist with the development of committee meetings and conference calls, including agenda and supporting materials; record and transcribe minutes
- Prepare and circulate invitations for meetings and events; manage attendance
- Maintain membership data on websites and databases, including dues, status and profile updates
- Work with marketing to develop and aid in implementing a global strategic marketing plan for the organization's membership
- Serve as staff lead for committees as assigned
- Assist in the creation and distribution of marketing materials including email blasts and informational brochures
- Assist with creation and distribution of publications, educational products, journal and communication materials
- Support organizational programs as requested
- Prepare invoices, memos, letters, and other documents using word processing, spreadsheet, database or presentation software

- Assist with research, assemble and analyze statistical data and prepare reports
- Maintain a filing system for easy retrieval of association and foundation documents, records and reports
- Develop and implement a plan for the recruitment and retention of members
- Prepare and distribute contribution acknowledgements to society donors
- Assist with the administration of grants as requested
- Other duties or projects as assigned

Required Travel

- Domestic and international (1-4 times per year)

Desired Qualifications

Association/Society experience preferred.

The successful candidate will have:

- An associate degree or higher
- 3-5 years of executive administrative support, with project management and decision-making skills
- Experience in a professional office environment preferred
- Proficiency with Microsoft Office Products: Word/Excel/PowerPoint/Outlook/Skype
- Knowledge and experience with database management
- Ability to communicate professionally and accurately through written and verbal methods
- Ability to effectively handle numerous tasks, matters, issues and assignments
- Ability to prioritize multiple client needs and/or willingness to ask for guidance in priority setting
- Excellent time management and organizational skills
- Ability to produce professional documents with minimal amount of errors; including spelling, punctuation and grammatical errors
- Self-motivation and self-direction, and work well in small-team dynamics
- Discipline to successfully work without close supervision
- Ability to provide strong and prompt customer service
- Ability to adapt to changing priorities and perform well under stressful situations
- Ability to anticipate, create, write and implement operational policies and practices
- Ability to be resourceful
- Ability to travel nationally and internationally
- Ability to stand and walk for long periods of time
- Ability to lift 30 pounds

About Us

Global Management Partners (GMP) is a full-service association management company (AMC) located in St. Louis Park, MN, providing professional management services to various member organizations. GMP's preferred model is to work with small to medium-sized associations. This niche allows us to provide the high level of personalized attention and outstanding customer service that we value.

GMP is a progressive organization that focuses on values and supports continuous learning at all levels. We believe that innovation, creativity and exposure to the best practices are essential in order to bring new ideas

to our clients.

GMP's Mission: To empower our clients to thrive, grow and advance their missions through long-term partnerships to reach their fullest potential.

GMP's Vision: To make a positive impact globally by sharing our expertise, skills and resources with our partners.

GMP's Core Values: Accountability, Commitment, Support, Inclusiveness, Authenticity, and Excellence.

GMP's Position Statement on Diversity: Diversity is an integral facet of the global landscape and is a critical component to the success of all professions including association management companies (AMCs). Diversity in its many dimensions including ethnicity, nationality, race, culture, religion, gender, sexual orientation, socioeconomic background, mental and physical abilities, learning styles, values, and viewpoints enriches the work we do internally and with our clients.

Visit our website at www.gmpartners.org for further information. We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment.

Email resume and cover letter with salary requirements to Andrea VanDeWiele at hr@gmpartners.org . No phone calls please.