



JOB DESCRIPTION

Position: Membership & Projects Specialist

Classification: Non-Exempt

Reports to: Executive Director

Salary: Pending Experience

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 meeting both strategic and operational tasks of our clients.

The Membership & Projects Specialist will provide administrative support to two international clients. This position is the first contact for our client's members. They handle the info account and main phone line. They serve as the conference registrar and handle all invoicing, including dues renewal. They support a volunteer membership committee, in sending monthly membership reports. They also serve as a grant administrator. They support the Executive Director in membership outreach efforts and provide support for year-round mentorship programs.

Key Responsibilities

- Manage email correspondence 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;
- Prepare invoices, memos, letters, and other documents using word processing, spreadsheet, database or presentation software;
- Conduct research, assemble and analyze statistical data and prepare reports;

- Maintain a filing system for easy retrieval of client documents, records and reports;
- Support the recruitment and retention of members;
- Oversee the membership directory;
- Order and manage letterhead, envelopes and organizational brochures;
- Coordinate awards, plaques and tributes as needed;
- Process meeting registrations, and invoicing;
- Produce badges, marketing materials, conference brochures and other communications as requested;
- Coordinate mailings for client activities;
- Maintain client websites with updated information;
- Arrange for member gifts and services as requested; and
- Other duties or projects as assigned.

Desired Qualifications

Association experience preferred, but not required.

The successful candidate will have:

- An Associate's Degree or higher or equivalent experience;
- Preferred experience with executive support, with strong administrative, project management and decision-making skills;
- Experience in a professional office environment preferred;
- Strong computer literacy skills including Microsoft Office Suite;
- Knowledge of database management and overall technology savvy;
- Strong interpersonal and communication skills, an ability to work productively with colleagues, clients, and the general public;
- Ability to effectively handle numerous tasks, matters, issues and assignments and a willingness to ask for guidance in priority setting;
- Excellent time management and organizational skills;
- Strong writing skills and ability to produce professional documents with minimal amount of grammatical errors;
- Ability to set and achieve deadlines;
- Self-motivation and self-direction, and work well in small team dynamics;
- Ability to be resourceful and disciplined to 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 travel nationally and internationally;
- Ability to stand and walk for long periods of time;
- Ability to occasionally work outside standard hours as needed, including evenings and weekends; and
- 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 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 hr@gmpartners.org. No phone calls please.