



JOB DESCRIPTION

Position: Executive Director

Classification: Exempt

Reports to: Director of Client and Team Experience

Location: Hybrid in Roseville, MN or remote in the following states only: California, Illinois, Indiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, New Jersey, North Dakota, Pennsylvania, Tennessee, Texas, and Wisconsin. Minnesota or Wisconsin working locations highly preferred.

Salary Range: Pending Experience

Last Updated: February 2023

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. Our team provides a highly responsive environment, with high expectations for meeting both strategic and operational tasks of our clients including society communications, membership and committee support, website and social media management, marketing and project support, support of meetings, and other general administration. At GMP you will experience a fun, team-focused work environment while utilizing and growing your skills and talents. We also offer a flexible work environment where you can work at home or in the office.

The Executive Director (hereafter referred to as the ED) will manage the day-to-day operations of two scientific Associations.

General Responsibilities

- Overseeing the successful implementation of existing and future strategic plans
- Driving all projects from planning to execution
- Maintaining membership oversight to include maintenance of records, reporting, recruitment, retention
- Serving as lead staff for the Board of Directors and Committees
- Developing and responsibly managing Association budgets
- Developing processes and systems that promote efficiency
- Acting as main point of contact for other organizations and entities with whom the Group shares a relationship and/or foster collaborations
- Managing, supervising, hiring, firing, effectiveness, and the evaluation of four support professionals, including compliance with the personnel policies adopted by GMP

Membership Responsibilities

The ED is responsible for ensuring that the Associations serve the needs and interests of the membership pursuant to the Mission Statement and Bylaws and as directed by the Board of Directors, the primary policy-setting body of the Associations.

The ED ensures that the programs, activities, and services of the Associations directly benefit the members and their professional well-being. To this end, the ED is responsible for identifying members' problems, issues, and needs and developing appropriate programs and resources to meet their needs. Additionally, the ED will manage the following in terms of association membership:

- Annually analyze membership reports, providing a breakdown of members by age, practice setting, therapist/assistant, total years of membership, years of consecutive membership, involvement with the Associations, and other pertinent information which may inform decision making
- Measure the effectiveness of membership-related initiatives on membership
- Ensure updated membership information, brochures, and other items for a booth at conferences and meetings
- Communicate welcome to new members, coordinating content with membership chair and president as needed
- Engage in activities to understand what draws members to the Associations and why they leave the organization
- Maintain partner program benefits and database
- Support Special Interest Groups, Committees, and taskforces with their communications and outreach with members
- Ensure an Association display booth that is attractive to attendees, furnished with appropriate materials, and reflects well on the Association
- Assist membership and PR committee in communicating with members and visibility on social media platforms

Board of Directors/Executive Committee Responsibilities

The ED is a non-voting member of the Board of Directors and assists the Board in carrying out its business by being responsible for:

- Forecasting conditions, assessment of member needs, and allocation of resources
- Articulating a shared vision of the Associations and its missions
- Setting of annual and long-range strategic goals; developing activities and programs to achieve these goals; creating objectives by which progress toward the goals will be measured; and forecasting the necessary resources
- Providing information and recommendations for deciding policy; maintaining records of policy decisions
- Complying with all applicable laws and legal requirements
- Managing the financial matters and risk management of the Associations
- Ensuring the Board is kept informed of matters and developments that warrant their attention
- Identifying issues and policies that warrant Board action and distilling the available information to recommended options
- Serving as the main point of contact for the Board
- Ensuring that Board members have the assistance they need to fulfill their individual responsibilities under the Bylaws
- Preparing agendas for Board meetings; recording the proceedings of meetings and coordinating follow-up on action items and motions decided during the meetings
- Assisting the President in preparing reports to the Board of Directors

Committee Responsibilities

The work of the Association is accomplished through volunteer leaders fulfilling a variety of standing committee roles supplemented by appointed work groups and task forces for time-limited projects. The ED is a non-voting member of all Committees and Task Forces and helps the Chairs and Committee Members fulfill their responsibilities by:

- Ensuring Chairs are kept informed of matters and developments that warrant their attention
- Identifying issues and policies that warrant Committee action and distilling the available information to recommended options
- Serving as the main point of contact for the Committees
- Ensuring that the Chairs and Committee Members have the assistance they need to fulfill their individual responsibilities under the Bylaws
- Preparing agendas for Committee meetings; recording the proceedings of Committee meetings; coordinating follow up on action items and motions decided during the meetings
- Assisting the Chair in preparing reports to the Board of Directors

Budget Responsibilities

The ED is the main overseer of the financial status for the Association and includes the following:

- Developing the annual budget for the Associations and presenting the budget to the Treasurer and/or Finance Committee of each respective organization
- Analyzing monthly Balance Sheets and Income Statements and keeping the Board informed of their financial status and forecasting any variances from budget throughout the fiscal year
- Overseeing each budget, to include payables and receivables (administratively handled by the Accounting Department)

Annual Meeting Responsibilities

The ED, with support from their assigned staff, oversees and manages the meeting planner for all meetings and events organized by the Association. Meeting planning responsibilities include:

- Supporting the planning educational content in conjunction with the Program Committee and/or Board of Directors
- Managing and overseeing all promotional materials
- Fostering vendor relations and executing contract negotiations to include hotel, decorator, DMC, etc.
- Developing Sponsor and Exhibitor relations

Other Organizations and Entities

With the President, the ED is the Association's chief point of contact to other organizations and entities that are involved in matters and policies that affect the Association, its members, their clients, and the public. The ED is responsible for ensuring that relations with other organizations and entities are consistent with and advance the interests of the Association, its members, their clients, and the public.

Desired Qualifications

- At least 5 years overall experience in the areas of operations, committees, Boards of Directors, meeting and event management, budgeting, and strategic planning. Work experience in within a nonprofit association or other nonprofit organization preferred
- Personal Computer literacy skills (Microsoft Office: Word/Excel/PowerPoint/Outlook)
- Ability to communicate effectively through written and verbal communication

- Ability to lead multiple projects, set priorities, schedule staff assignments and manage multiple deadlines
- Ability to collaborate and empower internal and external teams
- Strategic and creative thinker with the ability to take larger strategy and insights and translate them into ideas and executable plans
- Ability to adapt to changing priorities
- Ability to anticipate, develop, 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 work outside standard hours as needed, including evenings and weekends
- Ability to lift 30 pounds

Estimated Travel: As international travel is required, the individual must possess or be eligible to possess a passport. There are an estimated 4 trips per year.

Additional Information

The ED is considered a senior leadership role within Global Management Partners, LLC and he/she should demonstrate the qualities and characteristics to represent the organization and their respective associations internally and externally. Key to the success of the ED is an understanding of the unique cultures of their assigned association and GMP. The ED is a leader who is dedicated to the mission and is committed to providing quality programs and excellence in organizational management.

About Us

Global Management Partners (GMP) is a full-service association management company (AMC) located in Roseville, 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.

How to Apply

Email resume and cover letter with salary requirements to GMP at ataie@gmpartners.org. No phone calls please.