



JOB DESCRIPTION

Position: Partnership Engagement & Operations Manager

Classification: Exempt

Reports to: Executive Director

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: March 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.

Responsibilities include extensive contact with volunteers and key stakeholders, fundraising, technology development, and oversight of the organization's scientific abstract process. The individual in this position must be well-organized, have foresight, maintain strong verbal and written communications, be able to work independently, work comfortably with new technology, and have strong project management skills.

General Responsibilities

- Develop and maintain strong relations with key stakeholders including industry partners and other organizations and entities with whom the Society shares a relationship and/or fosters collaborations
- Engage in activities to understand what draws stakeholders to the organization and how to provide value
- Maintain partner program benefits and database; develop and publish annual partnership prospectus;
- Spearhead exhibitor recruitment and exhibit floor logistics, working with vendors as necessary
- Annually solicit and analyze feedback from key stakeholders; identify and proactively address issues as they arise
- Ensure the Meetings Manager, Executive Director, and volunteer leaders are kept informed of matters and developments that warrant their attention

- Identify issues and policies that warrant Committee action, distilling information to assist with decision-making
- Serve as lead staff for the Fundraising Committee and other committees as assigned;
- Ensure that the Chairs and Committee Members have the assistance they need to fulfill their individual responsibilities under the Bylaws
- Prepare agendas for Committee meetings; record the proceedings of Committee meetings; coordinate follow up on action items and motions approved during meetings;
- Assist in preparing dashboards and reports
- Ensure the organization reaches its annual fundraising goals, including sponsorship and exhibit revenues
- Facilitate grant proposals with support from volunteers
- Identify technology solutions; serve as staff lead for implementation of new technology including supervision of development and content management
- Provide oversight of content management including educational courses and Annual Meeting content
- Facilitate the scientific abstract process for the Society's Annual Meeting
- Manage development of Annual Meeting resources including the Program Book, Abstract Book, and Mobile App
- Develop processes and systems that promote efficiency;
- Build strong relationships with Society leaders, members, and colleagues to ensure trust and confidence
- Other duties and projects as assigned

Desired Qualifications

- Bachelor's Degree or commensurate work experience
- At least 5 years overall experience in the areas of relationship management, operations, project management, content/data management, fundraising, and committee/volunteer management. Work experience within a nonprofit association or other nonprofit organization preferred
- Strategic and creative thinker with the ability to take larger strategy and insights and translate them into ideas and executable plans
- Excellent organizational, project, and time management skills
- Demonstrated success executing complex programs with diverse technical teams
- Proven ability to work in a fast-paced environment, lead multiple projects, set priorities, and manage multiple deadlines
- Good interpersonal skills and multicultural experience negotiating, managing change, goal setting, planning and organizing teamwork, and ability to address difficult situations
- Ability to adapt to changing priorities
- Ability to work effectively in a team environment and build strong working relationships
- Discipline to successfully work independently without close supervision
- Ability to communicate effectively through written and verbal communication
- Ability to produce professional documents with minimal number of errors, including spelling, punctuation, and grammatical errors
- Proficient in Microsoft Office Suite
- Ability to travel nationally and internationally

Estimated Travel: Some domestic and international travel is required, estimated 4 trips per year

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 Amber Taie, ataie@gmpartners.org. No phone calls please.