



At Global Management Partners, we're passionate about helping mission-driven organizations thrive. As a full-service association management company, we deliver personalized, high-impact support that empowers our clients to achieve their strategic goals. Our team is known for being responsive, collaborative, and committed to excellence in everything we do—from membership and committee support to communications, marketing, meetings, and operations.

We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment. We offer a flexible work environment where team members can work from home or in our office, and we foster a fun, inclusive, and team-oriented culture that encourages professional growth and innovation.

What We Value:

- **Accountability** – We take ownership of our work and continuously strive to improve.
- **Commitment** – We go the extra mile to make our clients' work easier and more impactful.
- **Support** – We approach every challenge with empathy and a client-first mindset.
- **Inclusiveness** – We value diverse perspectives and create space for everyone to thrive.
- **Authenticity** – We communicate openly, honestly, and with integrity.
- **Excellence** – We hold ourselves to high standards because our clients' success is our success.

Join us and be part of a team that's making a difference—one client, one project, and one partnership at a time. Learn more at www.gmpartners.org.

Position: Executive Director

Classification: Exempt

Reports to: Director of Client and Team Experience

Last Updated: 03/24/2026

The Executive Director is responsible for providing visionary leadership, strategic direction, and operational excellence to advance the mission, objectives, and goals of multiple client associations and within their client team. This role involves overseeing all aspects of strategic and operational tasks in association management, including governance, Board and committee support, communications, membership engagement and growth, meeting and events, and other general administration with the aim of driving growth, promoting member satisfaction, and enhancing the association's impact and reputation within its industry.

The Executive Director may both oversee and directly implement the day-to-day operations of the assigned Associations as outlined in the contracted scope of services.

Key Responsibilities

I. Client Leadership and Operational Responsibilities

Strategic Planning & Vision

- Lead development and execution of strategic plans, translating Board direction into annual and long-range operational plans.
- Establish priorities, milestones, and performance measures.
- Identify opportunities for growth, innovation, and mission advancement.

Financial Stewardship

- Develop and manage annual operating budgets with team and Treasurer.
- Monitor and report financial health through regular review of balance sheets and income statements.
- Forecast variances and recommend corrective actions to the Board.
- Oversee and implement sponsorship, fundraising, and non-dues revenue strategies and activities.



- Manage investments and financial risk to ensure sustainability and sound financial practices.

Governance & Board Leadership

- Ensure compliance with relevant laws, regulations, and industry standards, as well as adherence to the bylaws, policies and procedures of the Associations and GMP.
- Meet regularly with client leadership and inform the Board and Committee Chairs of matters and developments of significance that directly impact the Associations' mission and vision and propose solutions.
- Prepare arrangements for the Board and assigned Committee meetings, including agendas and materials, distributions of notices, take meeting minutes and coordinating follow-up on action items and motions decided during the meetings.
- Support elections, onboarding, policy development, and succession planning.

Communications & Member Engagement

- Oversee and implement communications strategy and activities to ensure alignment and consistency with brand and strategic objectives.
- Oversee and implement membership operations including records, reporting, recruitment, and retention.
- Ensure a strong member value proposition and responsive member service.
- Address escalated member concerns and issues.

Meetings, Programs & Education

- Oversee and implement all meetings and events organized for the Associations, including logistics including but not limited to food and beverage, audio visual, room sets, sleeping rooms, signage, exhibits, securing temporary staffing, volunteer scheduling, security, venue sourcing, and contracting.
- Oversee and implement webinars, courses, podcasts, and educational programs.
- Oversee and lead contract negotiations (venues, technology, partners) and manage vendor relationships.
- Ensure meeting and program evaluation and alignment with strategic goals.

Partnerships, Innovation & Growth

- Oversee partnerships, collaborations, and external relationships.
- Identify and develop new programs, services, and revenue opportunities.
- Stay informed on industry trends, best practices, and emerging issues.

II. Sponsorship Development

- Oversee donor/sponsor pipelines, cultivation, and stewardship.
- Lead high-level sponsorship negotiations and partnership development.
- Direct grant strategy, compliance, and reporting.
- Oversee fundraising budgets, forecasting, financial performance and risk mitigation.
- Govern client fundraising policies, ethics, and financial compliance.
- Build external partnerships with industry and philanthropic collaborators.
- Represent fundraising strategy to boards, committees, and external stakeholders.

III. Staff Development and Administrative Responsibilities

- Oversee the Clients' management contract, scope of services, and utilization of support hours.
- Identify, propose, and develop processes and systems that promote efficiency.
- Comply and ensure compliance with federal, state, and local employment laws as well as policies established by GMP.
- Maintain continuous open communication with the Board to ensure client satisfaction and participate in the annual evaluation and contract review.
- Attend required GMP meetings and events and participate in GMP trainings.



- Ensure employees understand their duties, responsibilities, and performance expectations and monitor team productivity.
- Provide performance evaluations, including but not limited to, constructive feedback, mentorship, annual reviews and stay interview, and disciplinary action when necessary.
- Provide opportunities for growth and development through planning, coaching and feedback, rewards and recognition and opportunities for learning and skill development.
- Participate in recruiting, onboarding, and training as necessary.
- Stay abreast of industry trends, best practices, and emerging issues to inform strategic decision-making and organizational priorities.
- Attend required GMP meetings and events and participate in GMP trainings.
- Displays GMP values.
- Foster a positive and inclusive work environment that encourages teamwork, creativity, and continuous learning.
- Perform other tasks as assigned.

Competencies

- **Accountability:** Guides teams and Boards through high-impact decisions.
- **Commitment:** Shapes organizational culture and strategic focus.
- **Support:** Coaches teams and provides clarity around expectations.
- **Inclusiveness:** Ensures communication alignment across teams.
- **Authenticity:** Builds trust with volunteer leadership.
- **Excellence:** Leads strategic decisions for long-term sustainability.

Minimum Skills, Knowledge, and Experience

- Associate degree in business, non-profit management, communications, or related field.
- Minimum of 5 years of relevant experience in operations, governance, meeting and event management, budgeting, and strategic planning
- Proficient computer literacy skills (Microsoft Office: Word/Excel/PowerPoint/Outlook).
- Understanding of nonprofit management principles, including governance, finance, and operations.
- Strong strategic planning and organizational skills, with the ability to translate vision into action and executable plans.
- Demonstrated ability to lead and inspire teams, volunteers, and stakeholders.
- Demonstrated ability to lead contract negotiations and execution
- Excellent communication skills include writing, speaking and the ability to adapt communication style to fit the situation and audience.
- Excellent organizational and time management skills; ability to plan and coordinately work independently balancing multiple work demands in a fast-paced environment.
- Excellent interpersonal skills with the ability to develop strong relationships that instill trust and confidence.
- High level of attention to detail to ensure all aspects of association run smoothly.
- Strong decision-making abilities, often under pressure, to navigate complex issues and make sound judgments.
- Ability to lead multiple projects, set priorities, delegate, and manage multiple deadlines.
- Ability to think creatively, solve problems, and adapt to changing circumstances.
- Ability to collaborate and empower internal and external teams.
- Ability to think strategically and perform tactically.
- Ability to adapt to changing priorities.



- Ability to anticipate, develop, write, and implement operational policies and practices.
- Ability to work outside standard hours occasionally, including evenings and weekends.

Preferred Knowledge, Skills, and Abilities

- Association/Society experience preferred.
- Supervisor experience preferred.
- CAE or other relevant professional credential

Physical Requirements: Primarily sitting work, exerting up to 20 lbs. of force occasionally. Primary working while sitting, with occasional walking, stooping, crouching, and kneeling; frequent fingering, grasping, typing, talking-speaking clearly, hearing-conversation, and seeing-nearby.

- Ability to occasionally assist in client meetings and events.
 - Must be able to travel nationally (2-5 times per year)
 - Must be able to stand and walk for long periods of time (minimum of 8 hours) for 2-5 days.

Work/Environment: Moderate noise level consistent with an office environment.

Personal/Physiological: Interaction with people, working around people, planning of activities, making judgements in emergency situations, delegating work, and holding oneself and others accountable for meeting deadlines and finishing work, frequent changes in duties and volume of work, intra-organizational and client communication.

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 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.