



Association Executive
Job Description

Governance of Association Structures and Organizational Operations:

- Implements programs and events as directed by volunteers. Creates and manages the internal organization of the association.
- Works with volunteers on the development and implementation of the strategic vision as developed by the board.
- Administers basic functions of the association as determined by the Board of Directors. Implements and maintains policies and procedures that are in place for operations, financial management, budgeting and record-keeping as drafted and recommended by other organizations (national and state associations, ASAE, etc.).
- Provides administrative support to association committees.
- Ensures that governing documents and policies are based on industry models to execute effective administration of the association.

Physical and Financial Resources:

- Maintains a dedicated office location with up-to-date office equipment that is analyzed or updated on a routine basis.
- Works with volunteer leadership to develop a detailed budget.

Staff Competencies:

- Has a comprehensive knowledge of office management skills and is able to delegate or outsource as necessary.
- Ensures staff compensation is locally competitive.
- Is responsible for basic administration of the association; some administrative services may be outsourced.

Member Services:

- Maintains targeted internal and external communications systems and delivery vehicles focused on current industry information.
- Manages new-member recruitment and retention programs with volunteer participation, including one orientation model for all. Develops orientation materials and programs with supporting materials from other sources.
- Offers or provides access to required and optional education programs (may outsource when necessary).
- Works with volunteer committees and staff to identify and analyze trends from which member service decisions are made and industry issue initiatives are implemented.
- Plans and manages, with volunteers, networking and social opportunities to enhance members' career success and future needs.

Internal and External Relations:

- Administers day-to-day operations with clerical support and outside resources, if necessary; develops and maintains positive working relationships with association staff.

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Please contact for any questions/and or submissions

- Supports leadership as they identify and recruit future leaders; works with volunteers to forge strong relationships.
- Works with an accounting firm and an attorney to support association operations, as directed by the Board of Directors.
- Supports volunteer leadership as they foster effective relationships with local government leaders and legislators, service providers/vendors, media, etc.
- Provides administrative support for fundraising efforts and member mobilization efforts.
- Implements political awareness and fundraising plans developed by volunteer leadership.
- Supports state and national advocacy efforts and works with volunteers on issues advocacy at the association level.

WAOR Educational Foundation:

- Implements programs and events as directed by the Board of Trustees. Creates and manages the internal organization of the foundation.
- Works with the Board of Trustees on the development and implementation of the strategic vision as developed by the board.
- Administers basic functions of the foundation as determined by the Board of Trustees. Implements and maintains policies and procedures that are in place for operations, financial management, budgeting, and record-keeping.
- Provides administrative support to the Board of Trustees.
- Ensures that governing documents and policies are based on industry models to execute effective administration of the foundation.
- Works with an accounting firm and an attorney to support foundation operations, as directed by the Board of Trustees.
- Works with the Board of Trustees to develop a detailed budget.

Salary Range for AE Position
\$105,000-110,000

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