



Opportunity: Executive Director of American Marketing Association (AMA) Chicago Chapter

The Ideal Candidate

You understand the nuances of managing all volunteer teams and are a savvy influencer of executive volunteers. As both leader and supporter of the Board of Directors, you are able to keep an eye on the details and the vision for the organization. You are expert at being a strong guide as volunteer leaders transition, ensuring fidelity to the organization's core mission and values. You also seek to make connections externally and are always looking for ways to partner with new people and entities.

With your agile nature and entrepreneurial spirit, you thrive as a "one man show." Your focused and creative approach to doing more with less means that even with a small team you are able to coordinate and execute big projects. While you are comfortable acting independently, you are a passionate builder of volunteer teams, able to guide and influence them towards achieving the organization's strategic goals.

In short, you are someone who brings joy and levity while keeping things going and will push the chapter to become the most significant player on the Chicago Marketing scene.

AMA Chicago

American Marketing Association is an international organization with chapters throughout the United States, Mexico and Canada. AMA Chicago is among the largest chapters, with nearly 1,000 members. Recently, the chapter has worked to strengthen its operational foundation through implementing new policies and processes while also increasing member value by instituting free-for-members programming and other benefits, with more in the works. The chapter is growing and transforming by deepening its value to all stakeholders from members to sponsors to the broader marketing community in Chicago. With the right person as Executive Director guiding the Board of Directors, this momentum will be sustained from year to year.

The Opportunity

The Executive Director serves to guide and support the President of the Board of Directors in crafting and executing the vision for AMA Chicago. The Executive Director serves as the critical link between chapter strategy and goals with the work of the Board of Directors by keeping the chapter on a steady course through leadership transitions. This role also serves to represent the

chapter at programs and events with a focus on engaging stakeholders (members, board, sponsors and speakers) and deepening relationships to further the chapter's goals.

Requirements

- At least 10 years of proven success in association management, project management or other team-building experience, including working with a board of directors and volunteers to achieve goals
- Strong technical skills, including proficiency with Microsoft Office (required), and experience managing and using Salesforce, MailChimp and Wordpress (preferred)
- Bachelor's degree required
- A passion for marketing, professional development and bringing people together

The Executive Director, part time support, and assorted hourly contractors are the only paid people in the chapter, which is mainly run by an all volunteer executive-level Board of Directors.

This part time professional role is a remote opportunity with a very flexible schedule – some morning and evenings required – on a contract basis. The time commitment is 32 hours (4 days) per week on average.

To view the complete position description and apply, go to:

amachicago.org/apply-executive-director