



Executive Director

The role of the **Executive Director** is first and foremost to aid the chapter in its mission to educate, support, and enhance the performance of local marketing professionals.

Reporting directly to the President of the Board of Directors, the Executive Director is responsible for supporting day-to-day administration and managing event operations and logistics for the chapter. Importantly, this role serves as a key steward of the vision and goals of AMA Chicago.

In addition, the Executive Director brings operational continuity to the chapter year after year. Volunteer board members rotate off the board every year or two, which can create a lack of consistency among standing board committees and adherence to the strategic objectives and mission of AMA Chicago. This is especially true when handing- off/on-boarding from one board member to another does not occur in an orchestrated and timely manner.

Main Responsibilities for the Executive Director:

Leadership

- Serves as non-voting member of the Executive Committee
- Provides historical data and institutional knowledge to Board to provide seamless transition from year to year.
- Acts as a backup for Program Chair roles during transition when needed
- Establishes and maintains relationships with third-party providers, event location contacts, etc.
- Signs all chapter contracts with sponsors and vendors
- Provides guidance and assistance to Board members, particularly during transition
- Prepares and sends all chapter reporting required by the Global Support Center

Board Support

- Coordinates logistics for and attends monthly Board of Directors meetings
- Prepares minutes of monthly Board of Director meetings, Executive Committee meetings and specified special meetings as directed and distributes within a timely manner (no more than one week)
- Partners with President to distribute monthly board update that includes progress reports from Board VPs for monthly dashboard report-outs
- Develops standardized templates and checklists to assist Board VPs in achieving results

Events and Programming

- Supports Programming Committee with event content follow-up and event logistics, such as signage, food and beverage arrangements, and event handouts
- Oversees staffing of event registration tables and arranges for chapter materials (brochures, membership applications, banners, etc.) to be present at every event

Finance

- Maintains chapter checkbook and QuickBooks, processes payments, makes deposits, and prepares invoices
- Provides a consistent point of contact for Accounts Payable (A/P) and Accounts Receivable (A/R)
- Works with the Treasurer to provide reports on fee-based programs revenue and expenses
- Provides assistance and guidance with annual budget preparation
- Provides financial updates at each Board meeting, including AMA-required financial reports and reserve balance updates

Membership

- Provides a single point of contact for members, channeling requests to the appropriate committees
- Provides customer service and support to members, event attendees, vendors, customers, sponsors, and other colleagues in a professional and courteous fashion

CRM & Assets

- Provides a monthly report to AMA Chicago President, including activities and summary of hours
- Manages database of members, event attendees, sponsors and prospects via Salesforce along with the Director of CRM, including downloading weekly member roster and uploading to Salesforce
- Maintains adequate inventory of chapter giveaways and other supplies
- Checks virtual office for mail regularly
- Retains files of all chapter documents and submits required documentation, such as meeting minutes and financial reports, to AMA per the AMA schedule
- Retains all chapter equipment and assets (projector, name badges, signage, etc.)
- Maintains the chapter's Google Drive, where all historical documents are to be stored
- Manages the chapter's email, website accounts, voicemail and phone and keeps all passwords to chapter assets

Skills & Qualifications:

- 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
- Bachelor's degree required
- Excellent written, verbal and presentation skills

- Ability to collaborate with all levels in the organization, from board of directors to functional area managers and volunteer teams
- Ability to mentor support teams when needed to ensure smooth running of an event or activity
- Strong organizational and project management skills
- Good follow-up and attention to detail skills
- Strong technical skills, including proficiency with Microsoft Office (required) and experience managing and using Salesforce, MailChimp and Wordpress (preferred)
- A passion for marketing, professional development and bringing people together

The following qualifications are preferred:

- Previous association management experience
- Previous experience working with a volunteer board
- Database management skills

Time Commitment:

- 32 hours (4 days)/week average

This part-time, professional role is a remote opportunity with a very flexible schedule – some morning and evenings required – on a contract basis.