

Position: Associate Executive Director
Reports To: Executive Director
Location: Chicago
Status: 40 Hours Per Week



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. You will experience a fun, team-focused work environment while utilizing and growing your skills and talents.

This is a newly created position due to client growth. Our team provides a highly responsive environment, which includes high expectations for meeting both strategic and operational tasks of our clients.

The Associate Executive Director (hereafter referred to as the AED) will manage the day-to-day operations of assigned clients, working closely with the Executive Director. Day to day operations include but are not limited to:

- Overseeing the successful implementation of client strategic plan.
- Driving all projects from planning to execution.
- Maintaining membership oversight to include maintenance of records, reporting, recruitment, retention.
- Serving as lead staff for the Board of Directors and Committees.
- Developing and responsibly managing the client's budget.
- Developing processes and systems that promote efficiency.
- Acting as a main point of contact for other organizations and entities with whom the Group shares a relationship and/or foster collaborations.

Responsibilities

Membership

The Associate Executive Director (AED) is responsible for ensuring that the client serves the needs and interests of the membership pursuant to the Mission Statement and Bylaws and as directed by the Board of Directors, the primary policy-setting body of the client.

The AED ensures that the programs, activities, and services of their client directly benefit the members and their professional well-being. To this end, the AED is responsible for identifying members' problems, issues, and needs and developing appropriate programs and resources to meet their needs. The AED will also manage the Membership & Integrated Communications Manager, working together to:

- Annually analyze membership reports, providing a breakdown of members by age, practice setting, physician/resident/medical student, total years of membership, years of consecutive membership, involvement with academy, and other pertinent information which may inform decision making.
- Measure the effectiveness of membership-related initiatives on membership.
- Ensure updated membership information, brochures, and other items for networking events, conferences and meetings.

- Communicate welcome to new members, coordinating content with membership chair and president as needed.
- Engage in activities to understand what draws members to the client and why they leave the organization.
- Maintain partner program benefits and database.
- Support Special Interest Groups, Committees, and taskforces with their communications and outreach with members.

Board of Directors/Executive Committee

Under the supervision of the Executive Director the AED assists the Board in carrying out its business by being responsible for:

- Forecasting conditions, assessment of member needs, and allocation of resources.
- Articulating a shared vision of the client and its mission.
- Setting of annual and long-range strategic goals; developing activities and programs to achieve these goals; creating objectives by which progress toward the goals will be measured; and forecasting the necessary resources.
- Providing information and recommendations for deciding policy; maintaining records of policy decisions.
- Complying with all applicable laws and legal requirements.
- Managing the financial matters and risk management of the client.
- Ensuring the Board is kept informed of matters and developments that warrant their attention.
- Identifying issues and policies that warrant Board action and distilling the available information to recommended options.
- Ensuring that Board members have the assistance they need to fulfill their individual responsibilities under the Bylaws.
- Preparing agendas for Board meetings, recording the proceedings of meetings, coordinating follow-up on action items and motions decided during the meetings.
- Assisting the President in preparing reports to the Board of Directors.

Committees

The work of the client is accomplished through volunteer leaders fulfilling a variety of standing committee roles supplemented by appointed work groups and task forces for time-limited projects. The AED is a non-voting member of all Committees and Task Forces and helps the Chairs and Committee Members fulfill their responsibilities by:

- Ensuring Chairs are kept informed of matters and developments that warrant their attention.
- Identifying issues and policies that warrant Committee action and distilling the available information to recommended options.
- Serving as the main point of contact for the Committees.
- Ensuring that the Chairs and Committee Members have the assistance they need to fulfill their individual responsibilities under the Bylaws.
- Preparing agendas for Committee meetings, recording the proceedings of Committee meetings, coordinating follow-up on action items and motions decided during the meetings.
- Assisting the Chair in preparing reports to the Board of Directors.

Budget

Under the supervision of the Executive Director and the Finance Committee the AED is responsible for:

- Developing the annual budget and presenting the budget to the Treasurer and/or Finance Committee.
- Analyzing monthly Balance Sheets and Income Statements and keeping the Board informed of their financial status and forecasting any variances from budget throughout the fiscal year.
- Overseeing the budget, to include payables and receivables (administratively handled by the Bookkeeper and CPA).

Annual Meetings

The AED will directly manage the meeting planner for the client. Meeting planning responsibilities include:

- Planning educational content in conjunction with the Scientific Committee and/or Board of Directors.
- Coordinating speakers (disclosures, handouts, presentations, honoraria, etc.).
- Complying with CME accreditation guidelines.
- Developing and overseeing all promotional materials.
- Fostering vendor relations and executing contract negotiations to include hotel, decorator, DMC, etc.
- Overseeing the pre-registration and onsite registration process.
- Developing Sponsor relations; and
- Acting as a point of contact for vendors and supporters.

Other Organizations and Entities

With the President and Executive Director, the AED is one of the client's chief points of contact to other organizations and entities that are involved in matters and policies that affect the client, its members, and the public. The AED is responsible for ensuring that relations with other organizations and entities are consistent with and advance the interests of the client, its members, and the public.

Desired Qualifications

The ideal candidate will have:

- At least 2-3 years overall experience in the areas of operations, committees, Boards of Directors, meeting and event management, budgeting, and strategic planning. Work experience in within a nonprofit association or other nonprofit organization preferred.
- At least 2-3 years of organization leadership experience.
- At least 2-3 years of experience in a supervisory role.
- Personal Computer literacy skills (Microsoft Office: Word/Excel/PowerPoint/Outlook).
- Ability to communicate effectively through written and verbal communication.
- Ability to lead multiple projects, set priorities, schedule staff assignments and manage

multiple deadlines.

- Ability to collaborate and empower internal and external teams.
- Strategic and creative thinker with the ability to take larger strategy and insights and translate them into ideas and executable plans.
- Ability to adapt to changing priorities.
- Ability to anticipate, develop, write, and implement operational policies and practices.
- Ability to travel nationally and internationally.
- Ability to stand and walk for long periods of time.
- Ability to work outside standard hours as needed, including evenings and weekends; and
- Ability to lift 30 pounds.

Additional Information

The AED is considered a leadership role within Technical Registration Experts, Inc. (TREX) and he/she should demonstrate the qualities and characteristics to represent the organization and their respective associations internally and externally. Key to the success of the AED is an understanding of the unique cultures of their assigned associations and TREX. The AED is a leader who is dedicated to the mission and is committed to providing quality programs and excellence in organizational management.

About Us

Technical Registration Experts, Inc. (TREX) is a full-service association management company (AMC) located in Chicago, IL, providing professional management services to various member organizations. TREX'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.

TREX's Core Values: Accountability, Commitment, Support, Inclusiveness, Authenticity, and Excellence.

TREX'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.trexperts.com for further information. We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment.

Email resume and cover letter with salary requirements to Kimberly Miller at kmiller@trexperts.com. No phone calls please.