



DIVERSIFIED MANAGEMENT SERVICES

Multi-Client Executive Director

Diversified Management Services, an association management company, seeks a full-time Executive Director to be an integral part of our staff beginning November 2019.

The ideal candidate will possess superior project management and leadership skills. We are seeking someone that has the ability, desire and confidence to take on responsibilities and assist multiple clients in continued growth. Candidates should have an interest in board, membership and events management; bring energy, enthusiasm and creativity to the job; and have a willingness to be a hands on player for developing smaller organizations.

While our company is small, we offer a competitive starting salary, outstanding benefits, and the chance to take on challenging and rewarding assignments essential for career advancement. Come join us!

Purpose of Position:

- Provides a variety of highly professional and complex duties for association clients and their membership including organizational, representational, business enterprise development, strategic planning, financial management, membership communications, public relations and related duties.
- Plans, facilitates, and attends various trade shows, conventions, and meetings.
- Facilitates the organizational development of their clients.
- Guides the association board to maintain and grow the financial viability of the association.

Essential Duties and Responsibilities:

1. Holds the position of Executive Director (or similar title) for several DMS associations.
2. Develops, monitors, and manages yearly client association budgets. Researches and facilitates potential non-dues income for clients; reviews financial statements.
3. Maintains daily contact with assigned client association leadership; responds to leadership questions and resolves problems encountered.
4. Assists association by keeping them informed regarding current procedural, financial, and related management issues, such as contracted hours, which directly impact the organization's ability to function consistently with controlling laws, policies, and procedures.
5. Guides the association board to set the strategic plan and goals for the association.
6. Provides leadership and project management expertise to DMS staff during implementation of new clients.
7. Plans, coordinates, and participates in educational and professional seminars, membership meetings, conventions and trade shows.
8. Plans and determines agendas in consultation with membership program goals.

9. Plans and executes arrangements for speakers, menus, selects sites, and other meeting needs.
10. Attends Board and committee meetings and provides salient information; provides direction to the association's leadership/committees to keep efforts focused on mission-related activities; assists client organization in meeting needs and goals, and records minutes.
11. Coordinates the research, writing, and layout of articles for the publication of the Association newsletter.
12. Contacts prospective advertisers, assists in developing new products and performs related marketing tasks.
13. Represents association on industry-related committees.
14. Communicates and promotes the benefits of the association, and communicates relevant benefits and/or issues to any segment of the industry.
15. Provides leadership and supervision to DMS staff working on assigned association clients. Directs the activities and development opportunities for this staff.

Minimum Training and Experience Required to Perform Essential Functions

1. Association or directly related job experience.
2. Graduation from an accredited four (4) year college or university or equivalent work experience.
3. Possess and maintain Association industry certification
4. A valid Motor Vehicle Operator's license may be required depending on assigned clients.

What We Offer

- Flexible hours, if necessary.
- The opportunity to be an integral part of a dynamic team.
- A fast-paced, "make it happen" type work environment.
- The ability to grow and advance your career.

Please use the following guidelines to ensure your resume is quickly and accurately processed:

- Format resume as either a MS Word doc or pdf
- One page cover letter summarizing your experience, salary and hour restrictions/requirements and why you think this job would be a good fit for you.
- Email your resume to jobs@assoc-mgmt.com (E-mail preferred method of retrieval)
Please NO phone calls.

Interviews will begin immediately so don't delay in submitting your resume.