

Senior Account Executive

Job Description

Established Association Management Company is seeking a Senior Account Executive to serve as the Executive Director/Executive Administrator to lead multiple statewide non-profit trade associations. This role involves strategic leadership and operational management to ensure the associations effectively serve its members and advances their missions. The Account Executive will be responsible for implementing policies set by the Board of Directors, overseeing programs and association operations. This position is hands-on and requires membership interaction.

Board Support and Governance:

- Work closely with the boards and committees to facilitate effective governance and decision-making.
- Handle the day-to-day tasks of working with the Board of Directors and Committees; attend meetings, take minutes, compile agendas and reports.
- Provide regular updates and reports to the board on the association's activities, financial status, and progress toward strategic goals.
- Assist in the orientation of new board members.
- This position involves working with volunteers which may include evening and weekend meetings and travel; must be able to lift at least 25 lbs.

Leadership and Strategy

- Advise the development and implementation of the association's strategic plan in alignment with the board's vision.
- Provide visionary and dynamic leadership to advance the association's mission and goals.
- Foster a collaborative and inclusive organizational culture that promotes excellence and innovation.

Operational Management:

- Manage the day-to-day operations of the associations, ensuring efficient and effective management of resources.
- Assist, mentor, and support diverse teams of staff and volunteers.
- Develop and manage annual budgets, ensuring financial stability and accountability.

Advocacy and Representation:

- Build and maintain strong relationships with key board members, including members, sponsors, and partners.

Program and Service Development:

- In conjunction with staff and volunteers, coordinate conferences, programs and services that support the professional development and success of the members.
- Ensure programs and services are responsive to the needs of members and aligned with the association's strategic goals.

Qualifications:

- Minimum of 5-7 years of Executive Director experience, preferably in a non-profit or trade association setting.

- Proven track record of successful leadership and organizational management.
- Exceptional communication, interpersonal, and advocacy skills.
- Demonstrated ability to build and maintain effective partnerships and relationships.
- Experience in financial management, fundraising, and resource development.
- Meeting planning/trade show management and sponsorship experience.
- CAE Designation Preferred

Job Information

- Company Name – California Advocates, Inc., Association Management Services Division
- Website URL - <https://www.californiaadvocates.com/>
- Workplace Type – Hybrid
- Location – Sacramento, CA
- Position Title – Executive Director
- Job Function – Operations
- Job Type – Full-Time
- Job Duration – Indefinite
- Min Experience – 5-7 years
- Required Travel – 20%
- Salary Range - \$100,000 - \$140,000 annually plus benefits

Interested candidates should submit a resume, cover letter, references and desired salary to, *Tricia Schrum, CPA* – tricia@caladmanagement.com