

## **Job Description – Event & Association Manager (18 month maternity leave with potential for permanent placement)**

**Purpose:** To serve as main point of contact for non-profit association clients and to oversee the operations of the association while delegating and working in conjunction with various departments, including IT, desktop publishing, accounting and graphic design.

### **AREAS OF RESPONSIBILITIES AND DUTIES**

- Work in conjunction with the Association Manager as professional advisors to the President/Executive of associations on all aspects of operations
- Ensure that the operation of the organization meets the expectations of its board and members
- Provide support to board by preparing meeting agendas, minutes and back-up documentation as needed
- Attend all board and committee meetings as requested
- Financial duties including budget development, monthly review of financial statements and coordination of annual audit process
- Development of timelines and processes to manage multiple clients and priorities for the coming year
- Serve as main point of contact for the board, committee members, membership and industry stakeholders
- Writing and/or researching bank of articles for client newsletters, annual reports, marketing pieces and websites as needed
- Manage Sponsorship Programs
- Manage client memberships (renewals, updates and membership drives)
- Monitor and track registrations, expenses and revenues against budgets
- Coordinate and organize variety of events as required (conferences, luncheons, courses, golf tournaments, socials events etc.)
- Development and executive of creative deliverables, from concept to finish
- Negotiate quotes for projects with our service providers
- Collaborate with association managers and event coordinators to fulfill the unique vision and budgetary limitations of a given association client
- Work with web development to provide necessary graphics and update association websites as required

### **Requirements:**

- University degree or college diploma in a related field (or equivalent job experience)
- CAE designation considered an asset
- 3-5 years of project and event management experience considered an asset
- High degree proficiency in Microsoft Office, in particular, Word, Power Point and Excel
- Basic Photoshop and InDesign experience considered an asset
- Basic html web skills and ability to use content management systems to update web content, along with a grasp of best practices for the web
- Knowledge of leadership and management principles as they relate to nonprofit organizations
- Familiarity with the Alberta Societies Act and applicable legislation as it relates to nonprofit organizations
- Marketing and communications competencies
- Ability to work both independently and as part of a team under heavy deadlines
- Multi-tasker with attention to detail, excellent time management, prioritization skills

### **BENEFITS**

- Flexible 40-hour work week, additional hours will be required for onsite events
- Competitive compensation and is negotiable based on experience

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