



Nonprofit Resources Position Description

Account Executive

Account Executives provide leadership, counsel, and direction to their client associations and the staff dedicated to serving them. Specifically, the Account Executive is responsible for and has commensurate authority to accomplish the duties listed below. Compensation for this position varies by association, experience level, and tenure.

- Assures that the Board, Executive Committee, and appropriate committee chairs are kept fully informed on the conditions and operations of the association, and on all important factors influencing the organization.
- Participates in all meetings of the Board of Directors and Executive Committee, in person and by teleconference.
- Assists the Board in the development and execution of the strategic plan.
- Plans, supervises, and/or executes policies and programs which will further the objectives of the association.
- Executes all decisions of the Board.
- Develops for the purpose of day-to-day administration specific policies, procedures, and programs to support and implement the policies established by the Board.
- Signs and executes such contracts and commitments as may be authorized by the Board or established policies.
- Plans, supervises, and/or executes participation in the association's activities on the part of the membership and committees, and reports on activities to the Board as appropriate.
- In cooperation with the finance manager, treasurer and/or finance committee, recommends, monitors, and operates within an annual budget. Works with the finance manager to ensure timely and effective financial reports, bill payments, and revenue processing.
- Plans, supervises, and/or executes production of the associations' publications, including journals, newsletters, brochures, and directories.
- Plans, supervises, and/or executes development of the professional, technical, and managerial skills of the membership, operating within the budget and program objectives developed and approved by the Board.
- Plans, supervises, and/or executes membership promotion and retention programs, evaluates results and recommends policies, procedures, and actions to achieve membership goals.
- Performs a fiduciary function for the association, maintaining official minutes of the Board of Directors and other official meetings of the association, provides security and appropriate confidentiality for all files, legal and historic documents, membership, and other databases.
- Plans, supervises, and/or executes all official meetings of the association.
- Plans, supervises, and/or executes all communications to the general membership, including such items as newsletters, general mailings, ballots, and surveys.
- Maintains active communication with the Board, and plans, supervises, and/or executes communication with committees, and members regarding association activities and projects.
- Plans and supervises the necessary liaison and staff support to Committee Chairs and Committees to enable them to effectively perform their function.
- Serves as the "team leader", coordinating and working with other support staff, such as the accountant, web developer, graphic designer, newsletter, and others.
- Demonstrates initiative and eagerness to learn about the industry or profession and the issues of concern to members.
- Understands and consistently meets or exceeds deadlines.

- Identifies the need for additional staffing and recommends resources required to provide the services outlined in the client agreement or identified and approved by the Board of Directors.
- Understands, plans for, and supervises the resources available to implement the association's goals and program of work and the services for which the association has contracted.
- Serves as the primary liaison for day-to-day matters between the association and Nonprofit Resources.
- Seeks to continually upgrade skills and knowledge for the effective management of the association.

Skills Required:

- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the board, volunteers, and donors.
- Ability to direct and collaborate with staff.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Ability to manage a virtual work environment, ability to drive workload without on-site in-person supervision.
- Flexible work style with the ability to shift gears and manage multiple projects and tasks simultaneously.
- Strong written, digital, online platform, and oral communication skills.
- Strong public speaking ability.