

**Employer: Association Management Company**

**Location: Toronto**

**Starts: August 15**

**Job Category: Account Executive**

**Job Type: 5 month Contract – possibility to extend**

We are currently looking for an enthusiastic and upbeat Account Executive to work as a team member in a Not For Profit Association Management Company that handles multiple clients. The successful candidate will possess an understanding of not for profit governance, is an excellent communicator, adept at meeting planning, and will have strong interpersonal skills.

Roles include:

**Board & Committee Support:**

Responsible for the day to day support of Board of Directors and Association committees - including scheduling, arranging meeting requirements and/or setting up zoom calls, development of agendas and providing required reports and information. The successful candidate must possess strong minute taking, writing and editing skills, and be able to follow up on all post meeting assignments and advise re policy and procedures where necessary.

**Communications/Promotion/Website:**

- Develop marketing and/or promotional pieces for association clients as per marketing plan; including flyers and publications
- Responsible for updating and overall maintenance of client website with the Webmaster including content management
- Responding to inquiries from members, potential members, suppliers and the public
- Assisting with member retention strategies
- Knowledgeable in CASL compliance

**Event Management:**

- Facility negotiations and set up
- Sponsorship management and coordination
- Speaker coordination
- Maintaining on-line calendar of events
- Coordination of multiple professional development events which may include evening and/or weekend assistance
- Volunteer assistance
- Assistance with special events as required

**Qualifications:**

- Minimum of three years of experience in administration/operations in the non-profit sector. Previous Account Manager experience a plus but not mandatory
- Strong written and verbal communication skills, including editorial and minute taking abilities
- Demonstrated ability to work effectively with a volunteer Board of Directors, staff and external stakeholders
- Well organized, flexible and have the ability to multi-task and work effectively as part of a team or independently
- Proficiency in Windows based software (Word, Excel, PowerPoint, Database Management)

**Special Conditions:**

- The job incumbent may be required to perform other duties as assigned
- Evening and weekend work as well as limited travel will be required
- Candidate must work well with others and enjoy working in a fun team environment!!