

## **Association Executive Officer**

**Position:** Largest (non-union) trade organization in NW Ohio, is seeking a new Association Executive.

### **Key Responsibilities Include:**

- Engage membership, community, and be actively involved in governmental affairs.
- Provide leadership in the development of the association's statement of vision, mission, and goals, and the corresponding strategies, plans and budgets to achieve them.
- Develop and provide appropriate policy recommendations for consideration by the board.
- Ensure that an annual plan and budget are prepared for and presented to the board of directors.
- Present a written report for all board meetings.
- Administrate and oversee a staff of 5, 1,350 members, and an approximate annual budget of 1.2 million with assets of 2.6 million.
- Perform such other duties as are prescribed in writing from time to time by the board of directors.

### **Qualifications:**

- College degree desirable.
- A Real Estate background is beneficial, but not required.
- Must have three years management experience including human resources and finance.
- Excellent communication skills; verbal and written are necessary.
- Excellent organizational skills; high degree of confidentiality required.
- Must be open to reference and background check.

Salary and benefits ranging from \$70,000-\$85,000.

The ideal candidates should be innovative, creative and enjoy working collaboratively and constructively with others in this vibrant trade association.

Applications should be sent to [nwosearch@gmail.com](mailto:nwosearch@gmail.com) . Materials submitted should include a letter of interest, resume, five-year history of compensation, compensation expectations, and contact information for five references.