Associations Director

The Associations Director serves as the administrator and face of assigned The Align Team association management contracts, including serving as the Executive Director of the Wyoming Economic Development Association (WEDA). This position supervises a small team that supports the Director’s WEDA work and additional associations. The Director and staff report to the boards of each of the associations and works with the boards to grow and develop the organizations within the context of the contract, including lobbying. Performs high-level corporate and client-centered functions with minimal supervision.

Responsibilities include:

- Supervise and lead a small team engaged to support a variety of associations. Serve as the face of the associations and work closely with the appropriate association board to ensure that all contract requirements are met.
- Provide advocacy, legislative education, and lobbying efforts for the associations as outlined in the contract.
- Plan, manage and oversee operations including contracts, budget, planning, and communications as outlined by contracts. Build and maintain strong working relationships with the boards of the assigned associations.
- Develop, maintain, and leverage collaborative relationships locally and statewide with stakeholders, including serving as the primary contact for clients, customers, vendors, legislators, board members, and peers.
- Quickly become familiar with and maintain knowledge of the constituencies of each of the associations, the structure of the associations, the calendar of events, and needs.
- Work with the board as established in the contract to ensure the longevity and future of the associations. This might include membership development, sponsorship development, grant writing, fundraising for the association, and other resource development work.
- Work with the Associations Team to organize and manage client events and other deliverables (conferences, membership meetings, legislative events, etc.) as outlined in each contract and/or Scope of Work.
- Work with other appropriate Align Team employees (Client Services Specialists, accounting, administration) to outline a work plan for each association and work with the appropriate contract contact to ensure that all work is outlined and covered.
- Coordinate with Align Team employees to design and implement effective and efficient processes for clients and resolve procedural and scheduling matters as they arise.
- Compile information for reports, billing, correspondence, policies, operational and procedural processes, and job aids.

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- Identify, implement, and use appropriate databases and software as appropriate to the contract.
- Attain and maintain knowledge of relevant regulations, as well as Align operational procedures.
- Travel up to 20%.

**Other Client Programs**
Ability to transition to other client program coordination as needed.

**Organizational Relationships:**
- This position reports to an Align Team Vice President but may receive direction from any member of the Align Team leadership.
- Supervises Program Coordinator and Client Services and Operations Specialist.
- Interfaces daily with management and employees. Supports corporate values by demonstrating a high regard for clients, the communities we serve, and the internal team.

**External Relationships:**
First contact for Align Team clients, customers, and business partners. Represents the corporation in the community and promotes the corporation’s goodwill interest in community activities.

**Knowledge, Skills, and Abilities**
- Knowledge of the State of Wyoming legislature and rulemaking procedures.
- Ability to define, plan, and execute work on behalf of associations independently.
- Ability to contribute to and lead in a team environment.
- Ability to coordinate multiple projects on multiple timelines in, at times, a fast-paced and high-pressure environment.
- Ability to travel within and outside of the State of Wyoming.
- Advanced ability to express ideas clearly, orally, and in writing.
- Advanced ability to plan and conduct effective meetings.
- Advanced computer and office equipment usage/skills, including Excel, Word, and PowerPoint, as well as database experience.
- Basic knowledge of budgeting and accounting practices.
- Public relations and customer service knowledge and experience.
- Excellent interpersonal and communication skills.
- Expert-level organizational and planning skills.
- Expert-level ability to coordinate people and processes.

**Minimum Qualifications:**
- Bachelor’s degree or equivalent relevant experience required.
- Three to five years of experience in program and project management.
- Experience representing and advocating for organizations.
- Events management experience.
- Valid driver’s license.

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Preferred Qualifications
- Existing relationships with a variety of communities and populations across the state.
- Lobbying experience.
- Prior supervisory experience.

Material and Equipment Directly Used:
Scanner, miscellaneous printers, postal equipment, calculator, copy machine, telephone, computer, keyboard, various legal documents, and various software.

Physical and Mental Demands:
An open office environment with comfortable surroundings. Frequent out-of-office environments include conference and hearing rooms. Certain times during the year require a physical presence in the office or another different location, for example, the legislative session and conferences. Typically, the employee may sit comfortably to perform the work; however, there may be some walking, standing, bending, carrying light items (around 25 lbs), driving an automobile, etc. This position involves managing multiple projects on multiple deadlines. The work is, at times, fast-paced and high-pressure and requires a high degree of independence.

Compensation and Benefits:
- Full-Time, exempt position, located in Cheyenne, WY
- Starting range: $71,000-85,000 annually.
- Flexible schedule and remote work options as client work permits.
- Generous benefits package, including employee-only health insurance (80% company-paid) with the option to enroll dependents (self-pay). Company-paid life, AD&D, and long-term disability. Company-paid dental and vision. 401(k) with 4.5% match. Generous vacation and sick leave. Paid holidays. Tuition reimbursement. An excellent work environment with opportunities to learn and grow.

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