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About Arden Solutions Association Management Company

Arden Solutions is an [Association Management Company](#) that helps professional associations find good solutions to their management challenges and conference needs. This position is for full-time assistance, 40 hours per week. The company is virtual and requires work-at-home in a dedicated, quiet office area. The position reports to the president of the company and will also assist the Executive Meeting Planner. Association management requires flexibility so that the person hired can expect to work on a variety of programs as needed though having a basic assignment to one or two clients. Arden Solutions values diversity and does not discriminate in our hiring practices.

Job Description Summary

Job Title: Account Executive (AE)

1. Expectations for the position – The Account Executive (AE) is expected to function as lead with assigned clients. The lead is customarily in the role of Executive Director but may be in a smaller role as point-of-contact with necessarily fewer responsibilities. The AE serves to operationalize Board of Directors' strategy, as well as provide expert association management guidance to the board, committees, and volunteers within the scope of services contracted. This position reports to the Arden Solutions Principal. The Arden Solutions' Principal is responsible for the contract and continuing relationship with the client, and the AE brings questions and issues regarding scope of services (over or under) to the attention of the principal. Additionally, the AE collaborates with other Arden Solutions' AEs in problem solving, ideas for consideration, and the like in a team approach.
2. Responsibilities and Duties typical of an Executive Director
 - a. Ensure organization is in compliance with legal requirements such as the following: taxes, incorporation, insurance, non-profit status, and non-profit registration, among other requirements continue to be current.
 - b. Represents the organization to outside organizations and partners.
 - c. Ensure organization has current strategic plan and goals and is working toward those goals.
 - d. Oversee daily operations, projects, and programming including management of any journals, publications, events, conferences, certification programs, education programs, membership management, marketing, awards, and fundraising.
 - e. Leads and collaborates with other Arden Solutions staff on client matters as well as association contractors and partners.

- f. Understands and complies with division of duties with other Arden Solutions staff who also serve their client with bookkeeping, budgeting, meeting planning, software, and the like.
 - g. Travel will be required; applicants should have flexibility.
 - h. Other duties as assigned. This is a team collaborative environment.
3. Qualifications and skills
- a. Association management experience strongly preferred
 - b. Bachelor's degree required; master's degree preferred
 - c. CAE preferred, or willing to work toward this certification
 - d. This is a virtual office, must have strong functional experience with Microsoft Office, Adobe Acrobat PDF, Zoom, and an assortment of other software. Software familiarity with a variety of programs is desired. Ability to learn new software quickly is necessary.
 - e. This is a work-at-home environment, so a dedicated, quiet space is necessary, as is the need to employ a self-directed work ethic.
 - f. This is also a team environment and an affinity for teamwork is a critical commitment.
 - g. Strong experience with relational databases which are employed as Association Management Systems (AMS) for Arden Solutions' clients.
4. Salary Range \$50,000 to \$60,000 depending on background experience, academic degrees, and certification(s).
5. Benefits
- a. Flexible work schedule
 - b. Virtual work from any location within USA time zones.
6. Notes
- a. Background checks will be required.
 - b. Able to lift 25 pounds

To Apply:

Please send cover letter specifying your education, training, and most importantly, your experience as an Executive Director with non-profit organizations. Please use the job description to guide your application. Be sure to include your resume and your contact email and phone number. You need not live in the Tampa Bay region to apply since this is a fully virtual position. Send your application to gphillips@ardensolutions.com. We will be reviewing applications as they arrive. If you have questions, please contact Dr. Ginger Phillips at the email address given.