



**Job Title:** Full Time Executive Director

**Location:** Remote with in-person monthly event in Colorado

**Effective Date:** March 15, 2023

**Salary:** \$65,000 - \$70,000 per year to start

Please return your resume to The Solution CEO, Dot Miller, at [dot@thesolutionwebsite.com](mailto:dot@thesolutionwebsite.com) by February 28th.

**The Solution, Inc.**, is a full-service association management company (AMC) that maximizes the value and potential of our clients' organizations, while stimulating growth and engagement. We specialize in professional and membership associations, nonprofit organizations and chambers of commerce across Colorado and nationwide. We are fiercely loyal to our clients. We are **The Solution**.

To read more about The Solution, please visit [www.thesolutionwebsite.com](http://www.thesolutionwebsite.com).

### **Job Summary:**

The Executive Director is responsible for working with the association's Leadership and Membership to manage all aspects of the association's operations. This includes setting and providing strategic guidance for board initiatives, providing operational excellence, helping the board build sustainable revenue streams for the association, and developing marketing campaigns, all while working with your Account Manager to manage the day-to-day administrative tasks of the organization. Below is an example of what we will commit to our clients.

#### Central Office Facilities

Each of our clients has a cell phone that is owned by the client and we answer from 8am – 5pm Mountain Time. If a member of your team is out of the office or on vacation, we hand that phone to another member of The Solution team, so that your phones and emails are always answered.

#### Membership Management

We understand the importance of an engaged membership and volunteer base. We are thought leaders in creating opportunities for members to serve on committees and in leadership roles within the organization. We also understand the importance of thanking volunteers for their time and recognizing them for their efforts. We will happily assist members with their registration, online login and any other help they may need along the way as well. A healthy, engaged membership begins with us.

#### Membership Growth

As you have read, we are extremely passionate about associations and we sincerely believe that every person in your industry should be a member of your organization. We will create branded messaging to that speaks to how your organization helps the professional growth of your members. We use a variety of outlets to communicate this messaging. Including emails, social media, newsletters, video testimonials and even phone calls. We provide branded messaging to your volunteer leaders so they are able to easily forward it to potential members as well. Your peers are the very best ambassadors for growing your members. You just need the tools to do it.

## Meeting/Conference Management

Finally, we have the opportunity to meet with members face to face. Making memories at conferences and events is an integral part of the success of an event. Yes, they absolutely need their continuing education credits, and we will take care of that, however creating an engaging atmosphere with opportunities to connect, inspire and motivate is also extremely important to member engagement. We are fierce negotiators of hotel contracts, and we are very detail-oriented in our education credit process... we just like to have fun while we are doing that!

## Hybrid Events

During 2020 and the years that followed, we were leaders in virtual and hybrid meetings and events. We learned nearly every platform that was on the market and learned new platforms as they came out. 100% of our clients were successful during the pandemic, all of which had profitable events, putting more money into reserves than they had in years. Without the expansive hotel costs, and charging for events, we were profitable across the board.

We currently run hybrid events without making the virtual attendees feel siloed from the in-person crowd. We have done successful events recently wherein we had both in-person and virtual speakers, as well as in-person and virtual attendees.

We make sure every i is dotted and every t is crossed, and we anticipate everything that could possibly go wrong, and we have a plan for it.

## Technology

We have learned to be tech savvy in ways we never thought we would have to be. From Word Press to Web Builder, our Team can update the back ends of websites, connect AMS software to them, and update plug-ins like no other. There are times when we have to call in the super tech and outsource a problem that we cannot handle. With each of our clients comes a different website, a different platform, and nearly every client has a different AMS. We have learned how to support each of the platforms that we have onboarded and are not afraid of new technology.

The world is now familiar with virtual meeting technology. We were having virtual meetings before virtual meetings were necessary. This allows us to engage member of your organization from the furthest corners of your membership landscape. We are excited that everyone knows how to use it now, so it is not so terrifying when we suggest it.

## Sponsorships, Investments and Fundraising

One of the most important things you have to do in your organization is raise funds. Whether it is profit from an event, or creating an investment package for annual giving opportunities, you have to raise money to support the growth of your organization. We have created unique Sponsor/Investor Opportunities for our clients and each has led to significant revenue increases. We believe everything is sponsorable, from the bar at your conference and the fitness center at the hotel, to the virtual background on a Zoom meeting. We can put sponsor/investor logos everywhere. Our team loves to work creatively across all of our clients to come up with new, innovative and creative ways to raise funds for meetings an event. With the collective creative power of our team, you get the very best solutions for your organization's fundraising needs.

When you have The Solution working for you on fundraising, the most important thing to do is ensure you have

sound written Investment Policy and Reserve Policy in place to know where all your money is going to go! We can help you with that too.

#### Financial Management

We keep the books for our clients; however, you will not be responsible for that.