Open Position Job Title: Account Executive

Website: https://kellen.csod.com/ats/careersite/JobDetails.aspx?id=24

Compensation Type: Salary

Pay Rate or Salary Range: Inquire to Employer

Benefits: Yes

Job Level: Full-Time Position

Summary:
Manage the day-to-day operations of association client(s), including overseeing staff and initiatives related to membership, communications, sales, meetings, budgeting or other pertinent actions. Responsibilities include, but are not limited to the following:

What will I do?

- Oversight and management of the clients’
- Liaison with Executive Committee and Board of Directors
- Liaison with various committees including attending meetings and preparing Minutes, as appropriate
- Provide direction regarding overall association strategy
- Create and maintain partnerships/relationships with related industry organizations to increase awareness and grow client membership
- Ensure staff resources and deliverables are focused on client objectives
- Be conversant in industry trends and be the “voice of the industry”, as needed
- Implement client directives
- Identify new member benefits, emerging trends and actions to positively grow the association clients
- Drive sponsorships and other revenue generation initiatives with strong relationships with member companies
- Approve monthly expenses and prepare budgets for approval
- Other duties as assigned.

Am I qualified?

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability
required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**
Requires a Bachelor’s degree in business administration, marketing/communications, or science related discipline; knowledge of the food industry helpful with a minimum of 5-7 years professional experience and a minimum of 3 years’ experience working in a supervisory capacity in a professional field. Marketing/communications experience a plus. Association management or non-profit experience a plus.

**Language Ability:**
Requires ability to read, analyze and interpret simple instructions, short correspondence, and memos, financial reports, statistical analysis, legal documents and database specifications. Must possess excellent interpersonal, verbal, and written communication and negotiation skills and the ability to respond to common inquiries from internal and external customers.

Demonstrated presentation and public speaking skills required to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization, top management, public groups, and/or boards of directors.

**Reasoning Ability:**
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in non-standardized situations.

**Computer Skills:**
Word processing, Spreadsheets, Internet software, E-mail, Database software, MS PowerPoint

**Miscellaneous:**
Must be a positive team player in a challenging and changing environment; includes working with a variety of personnel. Flexibility under competing time requirements and changing deadlines. Excellent focus and a good sense of priorities. Detail oriented, high energy, self-motivated, organized, versatile and multi-task oriented. High level of patience to work with a wide range of client personalities

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel or crouch.

The employee is occasionally required to lift up to 30 pounds. The vision requirements include: close vision.
This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor.

**What do we offer?**
A congenial atmosphere where teamwork abounds and your efforts are truly appreciated. We work hard, but also strive for work/life balance. We are an ESOP, so everyone has a stake in the performance of the company. Fun stuff includes parties, summer picnic, employee recognition, a summer Friday’s program and we close early before holidays! We’ve got great benefits including medical, dental, a health club onsite, paid vacation, holidays, a 401(k), tuition reimbursement and a new office soon.

This is a great opportunity for the right candidate, seeking to make his or her mark in this well-established, international company with exposure to multiple clients and industries.

**Please send your resume, cover letter and salary requirements.**