



## Associations Director

The Associations Director serves as the administrator and face of assigned Align association management contracts, including Wyoming Economic Development Association (WEDA). This position manages and reports to the boards of each of the associations and works with them to grow and develop the organizations within the context of the contract which may include lobbying. Performs high-level corporate and client-centered functions with minimal supervision. Internally reports to an Align Vice President.

### **Responsibilities include:**

- Build and maintain strong working relationships with the boards for each of the assigned associations.
- Develop and maintain collaborative relationships with all stakeholders, including serving as the primary contact for clients, customers, vendors, board members, and peers. Develop partnerships and leverage relationships statewide and locally.
- Be the face of the associations and work closely with the appropriate association board to ensure that all contract requirements are met.
- Quickly become familiar with and maintain knowledge of the constituencies of each of the associations, the structure of the associations, 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.
- Provide advocacy and lobbying efforts for the associations as outlined in the contract.
- Work with Client Services Specialists to organize and manage client events (conferences, membership meetings, legislative events, etc.) as outlined in each contract and/or Scope of Work.
- Work with the 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 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, step actions, and job aids.
- Maintain effective communication and positive public relations among personnel, customers, and clients.
- Identify, implement, and use appropriate databases and software as appropriate to the contract.

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- Attain and maintain knowledge of relevant regulations, as well as Align operational procedures.
- Oversight and management of assigned contract budgets.
- Work with accounting to track all funds and billing for each client.
- Provide training and technical assistance according to client contract.
- Fulfill specific responsibilities according to client contract assignment.

### **Other Client Programs**

Ability to transition to other client program coordination as needed.

### **Organizational Relationships:**

This position reports to the Align Vice President but may receive direction from any member of the Align leadership team. Supervision may include a Client Support 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**

- Ability to contribute to and work within a team environment.
- Ability to coordinate multiple projects on multiple timelines.
- 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.
- Excellent 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' experience in program and project management.
- Experience representing and advocating for organizations.
- Events management experience.
- Valid driver's license.

### **Preferred Qualifications**

- Existing relationships with a variety of communities and populations across the state.

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- Lobbying experience.

**Material and Equipment Directly Used:**

Scanner, miscellaneous printers, postal equipment, calculator, copy machine, telephone, computer, keyboard, various legal documents, and various software.

**Physical Demands:**

An open office environment with comfortable surroundings. 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. Special physical demands are not required to perform the work.

**Compensation and Benefits:**

- Full-Time exempt position, located in Cheyenne, WY
- Starting range: \$70,000-80,000 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. Vacation and sick leave. Paid holidays. Tuition reimbursement. An excellent work environment with opportunities to learn and grow.

**Application Details:**

This position is open until filled. Applications will be reviewed as they are received.

Must be currently authorized to work in the United States.

The **Apply Now** button takes you to an application asking for your contact information and a brief description of your education and experience, as well as space to upload your resume and cover letter. We will confirm the receipt of your application within two working days. If you do not receive confirmation of your application, please contact [hr@TheAlignTeam.org](mailto:hr@TheAlignTeam.org).



**Apply Now!**

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