

## **Association of Florida Colleges**

### **Director of Membership and Programs**

#### **Job Description**

The Director of Membership and Programs serves as the deputy senior manager of the Association and reports directly to the CEO. The successful candidate supervises the day-to-day operations of the Association of Florida Colleges (AFC). The position is responsible for all aspects of Association member relations and program activities including but not limited to resource development, planning, education programs, products and services, leadership development, awards and recognition, communications, marketing, conferences, meetings, and sponsors.

**Reports to: CEO**

**Job Classification: Senior Administrative**

**Pay Classification: Exempt, Salaried Position with Benefits, e.g., 401K, Medical, Life Insurance, Long Term Disability Insurance, Vacation and Personal Leave**

**Salary Range: Starting at \$65,000 annually, plus benefits.**

**Supervisory Responsibilities: AFC Staff**

**Duties and Responsibilities include but are not limited to:**

#### **I. DEVELOPMENT & SERVICES**

- Develop and implement membership communications strategies with AFC Regions, Chapters, and Commissions
- Prepare and execute annual membership development plan.
- Coordinate member services, including benefits/discounts.

#### **II. MEETING PLANNING**

- Coordinate planning and implementation of Association-related conferences
- Coordinate the Awards Committee Chair to facilitate the annual awards at the annual conference.

#### **III. PUBLIC RELATIONS**

- In conjunction with CEO and marketing team, oversee marketing, brand management and communications efforts of AFC.
- Positively represent the Association at meetings
- Direct design and distribution of AFC collateral.

#### **IV. FINANCIAL MANAGEMENT**

- In conjunction with the CEO, assists in ensuring adequate financial resources for the Association.
- Participates in annual budget development process.
- Make recommendations on membership dues structure.
- Explore opportunities for procurement of grants and contracts.

## V. GENERAL LEADERSHIP

- Provides supervision of Association staff
- Assist committees in developing plans of action for specific needs that may arise.
- Serve as primary staff liaison for regions, commissions, chapters for all matters.
- Ensure annual awarding of Exemplary Practice and other Association recognition.
- Other duties as assigned.

**Minimum Qualifications:** Bachelor's degree in a field related to the work of the Association and five years' experience in a supervisory/management capacity. An advanced degree may substitute for years of experience. Must have the ability to plan and perform multiple tasks simultaneously and have a strong customer service work ethic. Must possess high level organizational and communications skills. Must demonstrate professional written and oral communication, and be proficient marketing, design, strategic planning, volunteer management and proficient with traditional and social media as well as with operating personal computers and Microsoft Office products. Basic knowledge of website management is required.

**Essential Skills:** Ability to work in a traditional office environment under routine working conditions; perform job duties in a variety of meeting settings including offices, conference rooms, and public spaces; ability to travel to meetings independently throughout the state; ability to work early morning and evening work as required; ability to lift and/or move up to 25 pounds and sit for long periods of time during the day; vision and manual dexterity sufficient to operate computer systems for long periods of time during day; hearing sufficient to understand conversation both in person and on the telephone is required.

### **How to Apply:**

- Please submit a cover letter addressing the elements of the position not to exceed three double-spaced pages (minimum of 12-point font), a current resume, and contact information for three professional references and two references to [jobs@myafchome.org](mailto:jobs@myafchome.org).
- Candidates will be asked to submit samples of layout and design work, events managed, and project planning experience.