

## POSITION DESCRIPTION

### 1. General Information

Position title	<b>Account Executive</b>
Status	<b>Exempt, 37.5 Hours</b>
Reports to (title)	<b>Director of Society Management Services</b>
Department	<b>Society Management Services</b>
Date	<b>06/4/2018</b>

### 2. Primary Function

Serves as Executive Director for the Association of Biomolecular Resource Facilities (ABRF) by: Coordinating activities across the ABRF in concert with the Executive Board.

- Working with ABRF members to implement and execute activities to support the mission and strategic vision of ABRF.
- Implementing and executing activities not undertaken by the membership, including, but not limited to, daily business operations.
- In summary, coordinates, implements and executes all activities of the ABRF, including the management of daily operations.

### 3. Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	Assists the ABRF Executive Board in formulating and establishing strategic goals and objectives to advance the mission of the Association. Assists the Executive Board in developing policies and strategies that address the goals of the Association, and then implements those action items. Works with the Executive Board to achieve these organizational goals. Communicates with all Executive Board Members to stay abreast of the ongoing needs of each strategic initiative and aligns available resources with Executive Board priorities. Monitors, flags and proposes ways to address any problem areas that may impact project success and implementation.	10
2	Advises ABRF on non-profit best practices and adherence to their Articles of Incorporation, Bylaws, and any other governing documents. Ensures that Association Bylaws and other governing documents are kept up-to-date and consistent with practices. Stays abreast of international industry trends and makes recommendations to the Executive Board regarding issues, trends, initiatives, which may impact the Association, its members and services.	5
3	Advises and aligns Committee, Research Group and Chapter activities to strengthen and support strategic goals and objectives of the Association. Actively engages and energizes ABRF volunteers, board members, event committees, partnering organizations, and sponsors. Intentionally advises on opportunities to diversify the membership and leadership.	5
4	Works with Accounting the ABRF Treasurer and the ABRF Finance and Investments Committee to oversee all financial functions of the Association, including	5



	development and adherence to annual operation budget; invoicing, payables, receivables, and investments. Prepares quarterly reports for the Executive Board.	
5	Works with the Programming Committee, Meeting Committee, Corporate Relations Committee, Education Committee and Meeting Management contractor to implement all details necessary for the planning and production of the Association’s annual meeting and satellite workshops, focusing on the budget, contracts, and coordinating corporate sponsors. Orchestrates all ABRF specific business activities associated with the meeting such as ABRF award-related activities, certificates, awards, invitations, members’ meeting as well as the Executive Board meeting. .	10
6	Works closely with appropriate Committees to ensure strong and diverse corporate relationships (CRC), build and maintain a vibrant membership (MemComm and iABRF), build new member benefits (e.g. EdComm), effectively communicate with the membership and larger scientific community (CommComm), maintain a compelling and engaging ABRF interface on the Internet (WebComm), as well as strengthen and facilitate ABRF Chapters and Affiliates Board activities (CAAB).	40
7	Identifies and understands emerging opportunities for the membership which are compatible with the Association’s goals. Represents the Association at international, national and regional functions, events and meetings as necessary.	5
8	Identifies effective vehicles for promotion of the Association, its programs and resources. Manages the creation, design, editing and distribution of communications to membership, prospective partners, vendors and the general public.	5
9	Acts as primary facilitator on behalf of Executive Board (with direction from Executive Board) for all third-party contracts.	5
10	Prepares and maintains agendas, minutes, reports and related records as needed in accordance with established guidelines.	5
11	Maintains the Association’s records and history in accordance with the Association’s record and document retention policy.	5

**Incumbent is expected to perform other duties as assigned by their immediate supervisor in support of the organization’s goals and FASEB’s needs.**

#### 4. Direct Reports

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt

5. Knowledge & Skills	Indicate the <b>minimum</b> education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the <b>minimum</b> proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency	
		High school		Verbal & Written Communication	C
		Prof/technical		Management	C
		College courses		Initiative	C
	x	Bachelor's degree (Master's degree preferred)	Business, Science, or related degree	Interpersonal Skills	C
		Master's degree		Ability to Multi-task & Prioritize	C
	x	Other	5+ years in a senior management position or executive association management.  CAE preferred.	Financial Management	B
				Administrative Skills	B
				Problem Solving Skills	B
			Attention to Detail	B	
			Marketing Skills	B	
			MS Office Suite	B	

6. Key Decisions & Guidelines	Give two or three examples of decisions you make or actions you may take without prior approval.	
	Give two or three examples of decisions you refer to a higher authority.	
	Indicate any special policies, formal procedures, or precedents that guide your work.	

7. Working Relationships	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
	Director for Society Management Services	Society Management Services	Obtains, provides, and/or exchanges information. Coordinates services to client.
	Accountants	Accounting	Obtains, provides, and/or exchanges information. Coordinates services to client.
	Membership Services	Membership	Obtains, provides, and/or exchanges information. Coordinates services to client.

	Director and Staff	Marketing	Obtains, provides, and/or exchanges information.
	Meeting Manager and Staff	OSMC	Obtains, provides, and/or exchanges information.
	President	ABRF	Supports, provides service, exchanges information.
	Treasurer	ABRF	Supports, provides service, exchanges information.
	Executive Board	ABRF	Supports, provides service, exchanges information.
	Committees	ABRF	Supports, provides service, exchanges information.
	Chapters	ABRF	Supports, provides service, exchanges information.
	Members (Individual and Institutional)	Various	Supports, provides service, exchanges information.
	Sponsors/Vendors	Various	Provides information and services

<b>8. Working Conditions</b>	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none"> <li>• Occasionally requires lifting materials of approximately 20 lbs.</li> <li>• Requires computer work involving extensive use of keyboard, mouse and monitor.</li> </ul>
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> <li>• Dayshift hours primarily.</li> <li>• Other work-related assignments on weekends are possible.</li> <li>• Travel required.</li> </ul>