

# Account Executive/Executive Director Position Description

## General

Association and Society Management International (ASMI) is in Falls Church, VA and serves approximately 10 not-for-profit organizations in trauma/EMS, disaster preparedness and manufacturing trade associations.

This position is for an association management professional with experience in educational program delivery, project management, member outreach, course management, grants and contracts management. A background in adult education and/or emergency medical services and trauma issues is preferred.

This position serves as Executive Director for the American Trauma Society. Successful fulfillment of duties includes leading a staff team based at ASMI headquarters.

## Specific tasks include:

Annual hours estimates:

### Program Development

400

- Develops and maintains relations with other associations, industry and government officials that are in the best interest of ATS and/or have potential to provide information, support, contacts and other resources that can help ATS achieve its goals. Keeps abreast of emerging issues of significance to the trauma industry/profession. Attends regular appointments and meetings in the Washington, DC area.
- Seeks opportunities, provide summary briefings for the Executive Committee and President and develop proposals for ATS to advance trauma interests, manage projects and produce tools in appropriate arenas such as trauma prevention, trauma research, trauma care and support, public health and others.

800

### ATS Member Services / Day-To-Day Operations

- Works with the ASMI President in managing the day-to-day operations of the office.
- Responsible for the fiscal integrity of ATS to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Maintains awareness of activities and priorities of each member of the ATS staff team within the scope of overall organizational operations, and track levels of effort against priorities and budget.
- Oversees the development and enhancement of new and existing education programs to advance the professional, technical, and managerial skills of the membership.
- Maintain relations with course instructors and serve as point of contact to execute contracts and MOUs.
- Plans, formulates and recommends for approval of the Board of Directors an ATS membership and/or education program business plan including schedule of courses, locations, faculty and promotional plan.
- Provides staff support to ATS Councils and Committees as assigned, including the Executive Committee, Governance, Development, Legislation, and the Trauma Prevention Coalition. Develop agendas, meeting notices, and distribute related materials in coordination with designated chairs.

- Ensures that the Trauma Information Exchange Program (TIEP) database is updated annually (usually by securing a summer intern and supervising their work to accomplish this); market the TIEP DB as appropriate.

**Communications**

350

- Prepares a bulleted, written summary each Friday to update the ATS Board President on HQ accomplishments and focus for the week.
- Posts web and social media content daily/weekly. Produces content for weekly Inform and monthly Pulse newsletters.
- Produces member communications as needed to announce new courses, short-term news and communications from the president.
- Annually maintains and updates social media communications plan; reviews social media statistics weekly.

150

**Board Governance**

- Works with board in order to fulfill the organization mission. Responsible for leading ATS in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
- Develops policies, procedures and programs to implement the general goals and objectives established by the Board of Directors and Executive Committee.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Staffs the monthly Executive Committee calls and the annual Governance Committee call.

**Trauma Survivors Network**

300

- Provides oversight and support for Trauma Survivors Network program.
- Establishes and maintains recruitment efforts to grow network participation.
- Manages network operations and oversee staff. Ensures effective systems to track participant success, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.

- General assistance –other ASMI project support as assigned.

Total TBD  
2,000

Annual hours indications for each task are *estimates*, and assignments may be adjusted. ASMI employees are expected to work a minimum of 40 hours per week and time records must be completed each day.

**Salary Range** \$95,000-125,000 permanent, full-time employee of ASMI

**Job Summary**

The Executive Director serves as the chief staff executive and is responsible for the oversight of all day-to-day operations of a mid-size membership based trade association. The Executive Director is responsible for partnership and business development, supervision of ATS Committees and Councils as well as strategic and long-term planning. The individual oversees the development and expansion of all

ATS educational programming, workshops and conference programs and assists in member communications and ATS marketing efforts. The position supervises ATS membership, educational and administrative staff; the ATS staff team is supervised by the ASMI President. The employee may serve other ASMI clients as skills and efficiency warrant.

### **Job Requirements**

Tasks must be fulfilled according to the client's annual work plan and deadlines identified during the team meetings. Executive Director must be able to work independently with little supervision, and must be able to manage a coordinated staff team.

- **Knowledge:** The position requires knowledge of project planning and management; funding strategies; research and evaluation methods and techniques; and adult learning concepts.
- **Skills:** The position requires skills in marketing, relationship development and outreach. Employee must be extremely well-organized and task-oriented. Outstanding communications skills are needed with success in member service. Ability to identify with the EMS/trauma profession and ATS mission. Travel is required – estimated 4-8 trips outside the greater Washington DC area annually.
- **Education and Experience:** A Bachelors degree is required; a Masters degree in appropriate area such as Education or MPH is preferred. The ideal candidate has a background in trauma and/or emergency medical services systems and a history of managing an adult education program.

### **Contact**

Send resumes to:

Beth Armstrong, ASMI President, [barmstrong@asmii.net](mailto:barmstrong@asmii.net)

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