



## Association Manager

**Location:** Burnsville, MN

### Job Summary

As the Association Manager, you will be responsible for providing strategic leadership and day-to-day management for various professional non-profit medical and healthcare organizations. You will oversee their operations, ensuring compliance with bylaws, managing relationships with leadership and stakeholders, and supporting the organizations' missions. In this role, you'll act as the main point of contact for the organization, leading the team, and ensuring that all operations are running smoothly and efficiently.

### Key Responsibilities

- Provide strategic direction and consultation to officers and board members, ensuring alignment with their organizations' goals and objectives.
- Manage day-to-day operations of the associations and coordinate projects in line with strategic plans.
- Serve as the main liaison for associations, managing communications with Officers, Board of Directors, Committee Chairs, Members, Sponsors, and related stakeholders.
- Plan and host General Assemblies, Officers, Board of Directors, and Committee meetings, ensuring proper logistics, agendas, and minutes.
- Oversee financial management, including budget adherence, and coordinate annual audits and tax filings with support of external accounting firm.
- Oversee compliance, develop and maintain accurate records of governing documents.



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- Support operational planning for meetings, conferences, and special projects.
- Lead communication efforts, including newsletters, reports, presentations, and external relations to engage association members and partners.
- Ensure a high level of member satisfaction and retention through consistent delivery of high-quality services.

### **Qualifications**

- Bachelor's degree in a relevant field or equivalent experience.
- Minimum of 5 years of experience in non-profit, association, or public charity management.
- Proven leadership skills with the ability to manage change within organizations.
- Strong knowledge of or interest in the healthcare sector.
- Proficiency in Microsoft Office Suite, association database systems, and content management platforms (e.g., Joomla, WordPress).
- Excellent written and verbal communication skills.
- Highly organized with attention to detail and the ability to multitask.
- Ability to work independently and in a team environment.
- Willingness to travel domestically and internationally and work flexible hours.

### **Salary & Benefits**

We offer a competitive salary and benefits package, along with a friendly and open work environment that promotes work-life balance. You'll also have opportunities for growth and the possibility to work in a hybrid setup.



**STATUS PLUS**

### **About Status Plus**

Status Plus is an international Association Management Company (AMC) with offices in the US and Europe. Since 1992, we've specialized in providing high-end management services to non-profit medical and healthcare organizations. Our mission is to improve global healthcare access by fostering networks of professionals dedicated to exchanging knowledge and expertise. We organize successful scientific meetings and events across the globe and prioritize ethical practices and client success.

### **How to Apply**

To apply, please submit your resume and a cover letter explaining why you are the ideal candidate for this role. Send your application to Tessa Benitez at [hr@statusplus.com](mailto:hr@statusplus.com). We look forward to hearing from you!