



Are we looking for you? Or are you looking for us? We are looking for...

The Position – Association/Conference Manager Vienna

The Office

International Conference Services Ltd.

Nussdorferstrasse 20/24

1090 Vienna

email: careers@icsevents.com

www.icsevents.com

The Office Culture

We take pride in our people and our work and are committed to our company's success. We trust, support and empower each other in order to be accountable to each member of our team. We are committed to honest but constructive dialogue with all stakeholders. We have the ability to work independently within an evolving framework. We are passionate about providing exceptional service and solutions to our clients.

We are professional and preppy dressers. We work in a fun and engaging environment where you are not always tied to your desk. Grab your laptop and work from the stand up bar or grab a bean bag chair with your latte and get comfy. We gather for and participate in daily huddles, team building entertainment, themed potlucks, and out of office activities including yearly retreats. It's "*the office*" re-imagined. Become one of us because we are "connecting people to facilitate change in the world."

Summary

For our client, we are looking for an Association Manager with strong knowledge of conference management, or vice versa. The Association Manager is responsible for overseeing the long-term operations of our client with focus on their annual conferences. The Association Manager provides administrative support and coordination of services and staff (volunteers and clerical support, as applicable) necessary to comply with the client's bylaws, policies and performance standards. In conjunction with the client's Board of Directors and members, the Association Manager is responsible for promotion through actions and develops programs to increase the organization's membership base. The Association Manager is supported by a Junior Manager who looks after the day-to-day operations. Association management overall includes significant contact with the public (i.e. members, proprietors, governing organizations, suppliers, and the media).

Responsibilities

- Work with Junior Manager on day-to-day operations
- Strategically manage the Association's annual conferences
- Coordinating Board and Committee Meetings as required including annual meeting calendars, collating meeting materials and taking minutes.
- Supervise receiving, compiling and filing committee reports (as required)
- Supervise Membership Management including onboarding new members, processing renewals, benefit fulfillment and develop new membership strategies
- Keep financial oversight and fulfillment including budgets, reporting and annual review/audits
- Annual meeting fulfillment according to bylaws including nominations and elections
- Handling official association correspondence
- Develop and implement marketing and communications plans
- Coordinate volunteers and other non-board positions
- Manage association events and activities including newsletters, journals, awards, events, webinars and other community engagement.
- Coordinate revenue programs including grant applications, advertising and sponsorship (if necessary)
- Maintaining the association's operations manual, if applicable
- Maintain association registrations with relevant government bodies (CH)
- Maintain insurance, licensing and other

Qualification Requirements

The Association Manager should possess the following qualifications:

- Association/Business management skills (finance, marketing or sales, organizing, planning) or equivalent
- Strong conference management skills
- Experience working with volunteers and community engagement
- Office and organizational skills
- Proficient technology skills (computers, internet, e-mail, etc.)
- Proficiency in German desired
- Strong communication and interpersonal skills within account management setting
- Communications training or experience
- Proven promotional abilities/success increasing membership/image of an Organization

What's next?

Please send your resume and cover letter to careers@icsevents.com.

