

Together We Thrive!



Join the Management HQ (MHQ) team and help transform membership associations and communities. Our innovative, entrepreneurial, fast-paced work environment offers unlimited opportunities for learning, growth, and collaboration.

MHQ is an AMCI-accredited, full-service association management company. Our diverse team does our work through a lens of equity. We support volunteer boards of directors so board members can focus on mission.

MHQ manages the full business of client organizations, including providing clients with an executive director and a full management and operations team. MHQ serves associations and their members in these sectors: Government, Information Sciences / Education, Human Services, and Identity-based Associations.

For more about MHQ, visit: <https://www.management-hq.com/>.

Our Values

MHQ exists to serve associations that are determined to thrive. Team members uphold our core values:

Community:	Everything we do helps people come together in communities of purpose and belonging.
Openness:	We communicate clearly, work in partnership, and value our differences to build trust.
Service:	We use our expertise in the service of others – on our team, for our clients, and in our world.
Growth:	We embrace learning, adapting, and continuous improvement to help our team, clients, and communities thrive.
Integrity:	We do our best, we're true to our word and we act on our values – even when it's hard to do.

DEI Statement

We at Management HQ deliberately embrace opportunities to expand our hearts and minds, demanding equity, and driving inclusion, engagement and diversity in our work, our team, and our communities.

We aim to serve as a model and resource for the association industry and business community through our own work around diversity, equity, and inclusion.

In principle and in practice, MHQ values and seeks diversity, inclusion and equity within our company, our association management industry, and our communities.

MHQ is committed to maximizing opportunities and engagement across identity groups, eliminating discrimination in all its forms at all organizational levels and throughout all programs.

MHQ will provide leadership and commit time and resources to accomplish these objectives.

Position	Associate Executive Director
Position Type	Full-time
Location	Flexible, with occasional on-site events work at different client conference venues across the US and Canada, and at MHQ's Minneapolis headquarters. Approximately one day per week in the Minneapolis office for employees based in the Twin Cities, MN area.
Reporting	This position reports to an MHQ Executive Director
Supervision / Oversight	This position currently has no direct reports

About the Position

This position serves as the primary internal lead for multiple association clients, acting as a trusted partner to client boards, executive directors, stakeholders, and internal team members to ensure the successful delivery of association management services.

Working closely to set strategy with internal and client Executive Directors, the individual will implement day-to-day operations, coordinate cross-functional client teams, manage projects, implement budgets, communicate financial information with support of accounting team, and coordinate key team and client functions such as membership, events, marketing communications, data management, governance, and strategic planning. Success in this role requires the ability to balance priorities ensuring projects are delivered on time, within scope, and within budget. This is a role that will require close communication and collaboration with supervisor to ensure client work is managed within contracted Scope of Services.

This position requires an experienced relationship builder and project manager who thrives in a fast-paced, client-focused environment. They are highly organized, detail-oriented, forward-thinking, and adaptable.

Driven by our values, MHQ team members are committed to diversity, equity, and inclusion, and supported with transparent, consistent processes, and clear accountabilities. Each team member sets and delivers annual, quarterly, and weekly goals.

Position Requirements

- 5+ years of proven client facing and project management experience working effectively in a dynamic environment; Association management company or multi-client agency experience highly desired
- Experience in supporting multiple departments and clients
- Strong focus on collaboration, with a desire to lead and support client teams in a non-supervisory capacity
- Excellent project management, communication, and multitasking skills
- Organized and responsive, with a strong attention to detail, strong discipline, & outstanding work ethic
- Flexibility and skill to perform at strategic, operational, and administrative levels
- Highly adaptable and embraces & recommends regular improvements and modifications to systems and processes
- Experience with database management and the Microsoft Suite highly desired

Position Responsibilities

- Serve as the primary internal team lead for multiple MHQ clients, working directly with client board, partners, and team members to provide guidance, support, and overall association management to clients within scope of services
- Support internal and client Executive Directors, who provide client oversight and strategic direction
- Quickly gain a thorough understanding of the client Scope of Services, managing day-to-day delivery of client contracted work to scope
- Manage and implement projects, ensuring project management plans and processes are regularly entered, updated, and managed in project management system, and that projects are on-time and on-budget
- Manage, analyze, and communicate financial reports and information both internally and externally
- Oversee the disbursement of annual scholarships and other expense reimbursements in partnership with the accounting team
- Manage association activities within budget
- Lead internal client team meetings
- Participate in Board and Committee meetings, preparing and sharing meeting materials as needed, and providing updates to stakeholders as requested
- Schedule meetings with internal and external stakeholders
- Provide regular finance, events, and membership reports to client teams, Boards of Directors, Client Committees, and other stakeholders
- Use data to make recommendations to clients and team members
- Update and implement annual and 90-day strategy plans
- Implement decisions and policies approved by association leadership
- Quickly gain a thorough understanding of client bylaws, governing documents, policies, and procedures
- Quickly gain working knowledge of client Association Management Systems (AMS), databases, and other technology used to support MHQ and client operations
- Participate in association management industry events and learning
- Participate in associations to which MHQ provides membership, typically including ASAE, AMCI, and Associations North

Compensation and Benefits

Annual salary for this position is \$75,000 - \$80,000, depending on qualifications.

Benefits package includes Medical Coverage, Health Savings Account (HSA), Dental Coverage, Vision Coverage, Basic and Supplemental Life and AD&D Coverage, Short Term Disability Coverage, Long Term Disability Coverage, Flexible Spending Accounts, Paid parking, Mobile Phone Reimbursement, Professional Development Fund, and up to 3% match on Retirement Savings Plan.

MHQ also provides employees with the opportunity for optional Half-Day Fridays as a flexible workplace perk, though they are not guaranteed and depend on workload and business needs. MHQ offers Comp Time to support work/life balance, Flexible Schedule options, and Team building events as well.

To Apply

Please submit your cover letter and resume, including your salary requirements, electronically to humanresources@Management-hq.com, with the subject line: “**MHQ Associate Executive Director.**”