

**Position: Full Time Account Executive**

**Location: Metro-DC**

Association & Conference Group is hiring a full-time Account Executive to join our growing team. This role is about details, communication and organization. The Account Executive will serve as a primary point of contact for several clients and will oversee the administrative and operational functions for these clients. The successful candidate will be proactive, resourceful, and able to juggle multiple tasks and priorities. We are looking for an energetic individual who has a passion for events and can thrive in an entrepreneurial environment.

**Position Responsibilities:**

* Events: interface with associations regarding event specifics; create event in online registration system; develop promotional plans; provide registration reports; attend events on-site to manage registration.
* Communication: interact with volunteer leaders (Officers, Board Members, etc.) and serve as the main point of contact for association members; create marketing emails; maintain lists to ensure accuracy; ensure website is accurate; leverage LinkedIn/Twitter to promote associations.
* Membership: manage membership recruitment and retention campaigns; applications; produce membership reports; maintain prospect lists.
* Meetings: develop board and executive committee meeting agendas; manage all logistical details related to board and executive committee meetings; attend other association meetings.
* Administrative: serve as the main point of contact for associations; respond to member inquiries; prepare invoices; provide monthly reports.

**Position Qualifications:**

* 3-5 years experience in the events or association industry
* Ability to prioritize and juggle multiple projects and tasks
* Exemplary written and verbal communication skills
* Strong attention to detail and organizational proficiency
* Ability to learn and adapt to new technology solutions
* Strong knowledge of MS Office, Google Drive, Dropbox
* Ability to work independently from remote locations

Interested candidates should submit resume, link to your LinkedIn profile and a cover letter that specifies salary requirements to [jobs@associationconferencegroup.com](mailto:jobs@associationconferencegroup.com). ***Only candidates submitting all of this information will be considered.***

***PLEASE NOTE:*** Association & Conference Group (ACG) is a virtual company which means no more commuting! ACG employees provide the environment (home office) while ACG provides the technology needed to be successful. Candidates must be located in the metro-DC area.