

## MEMBERSHIP and ADMINISTRATION MANAGER



### Job Description

**Closing date: 16<sup>th</sup> April 2021**

**Reports to:** Chief Executive Officer

**Contract term:** Annual contract. Part-time (144 days per annum)

**Location:** Remote, home-based office

### IAPCO's Mission Statement:

The IAPCO mission is to raise the standards of service amongst its members and other sectors of the meetings industry by means of continuing education and interaction with other professionals.

### IAPCO's Vision:

IAPCO is the international accreditation member-driven association for Professional Congress Organisers around the world. Its remit is to raise quality standards within the meetings industry.

### Mission of the Role:

The Membership and Administration Manager is a new role at IAPCO. The successful candidate will drive existing membership engagement as well as the global membership development programmes, administer the governance protocols and manage the finances of the association.

### IAPCO offers:

- The opportunity to work with an international organisation, whose brand stands for quality and integrity
- The opportunity to work on behalf of organisations that are at the sharp end of supporting economic and social impact in cities and communities around the globe
- The opportunity to be part of a unique global community that values the standards that are upheld and respected globally
- An open and honest environment where your professional voice is heard
- A flexible working environment with a competitive remuneration package.

### Responsibilities:

This role will involve:

- Membership development and management including recruitment of new members, administration of quality reviews and compliance programme in liaison with the IAPCO Quality Task Force
- Managing the office email communication and requests from members
- Liaising with members regarding their activities as well as keeping them updated on IAPCO activities
- Official administration of the association including representative governance administration and reporting (i.e. IAPCO Codes and Statutes)

- IAPCO office administration including monthly financial administration (accounting, invoicing and budgets)
- Administration of IAPCO Council (Board) Meetings including coordination of pre and post materials and reports
- Official administration of IAPCO Annual Meeting and General Assembly
- Administration, dissemination and reporting of annual membership surveys and statutory requirements
- Drafting and distribution of relevant meetings minutes.

**Requirements:**

- BA or higher qualification in business administration or similar with a firm grip on financial accounting
- At least 5 years' experience in managing or overseeing finances for an SME or not-for-profit organisation with a minimum annual budget of €750,000
- Experience working within an association or not-for-profit with a volunteer board preferred but not essential
- Experience working in the digital landscape, specifically in CRM, finance tools such as Sage and Office 365. Experience with EventsAIR technology is an asset but not essential
- Excellent ability to multitask and work well under pressure
- Result oriented with excellent interpersonal skills
- Exceptional organisational skills and focus on attention to detail
- An understanding of accreditation and certification programmes is an asset although not essential
- Have a can-do attitude essential for working in a small team and remotely
- Willingness to work flexible hours to meet the needs of our international audience
- Proficient in English language (C1 or C2). Any other language is an asset but not required
- Willingness to travel, if required.

IAPCO's membership and commercial partners are based globally with the administration being managed from within Europe. Applications from around the globe will be considered. IAPCO supports diversity, equality and inclusion in all aspects of the association and any and all roles offered are based on specific business needs and requirements at the time.

Candidates are invited to send a CV with cover letter to [hr@iapco.org](mailto:hr@iapco.org) **with Membership and Administration Manager position** in the title.