



ASSOCIATION MANAGER POSITION AVAILABLE – PART TIME CONTRACT POSITION

About the San Diego Regional Arts & Culture Coalition

The San Diego Regional Arts & Culture Coalition was founded in 1989 as a collaborative membership entity of arts & culture organizations in San Diego County. It has grown from an early membership of 60 organizations to a broad regional coalition of nearly 100 members. Its mission and purpose are:

- To lobby and advocate for appropriate funding levels for arts & culture to support new and ongoing projects throughout San Diego County
- To lobby, advocate and promote the awareness and importance of arts & culture throughout San Diego, and
- To serve as an information resource entity to benefit all arts & culture institutions in San Diego County.

Scope of Work

PROFESSIONAL SERVICES

Planning:

1. day-to-day management;
2. review and recommendation of organization(s) structure and operation;
3. arrange for strategic planning sessions;
4. assistance in the development of both short- and long-range goals and objectives;
5. develop plans and budgets for programs
6. assist in development and implementation of surveys and industry research programs as required;
7. develop annual planning calendar.

ACCOUNTING

Accounting services includes those listed below:

1. maintenance of all books and records necessary to document all receipts and expenses;
2. maintenance of all accounts payable and preparation of payment instruments for appropriate signatures;
3. maintenance of all accounts receivable and institution of appropriate action on all delinquent accounts;

4. maintenance of records of all membership dues payments;
5. bank statement reconciliation and initiation of all bank deposits;
6. preparation and dissemination of all required financial reports including:
 - preparation of monthly financial statements;
 - close books and documents to independent accountant;
 - assistance on matters related to internal and / or external audits;
7. full access to all financial records to Officers and members of the Board;
8. prepare year-end statements for current year tax returns as appropriate;
9. ensure timely tax and other filings due in current year as appropriate;
10. provide a sound fiscal cash management plan.

GENERAL OFFICE

Provide services necessary to maintain a functioning central office, such services to include:

1. basic secretarial support encompassing:
 - a. receipt and internal distribution of written communications related to official business;
 - b. maintenance of files and records;
 - c. preparation and distribution of written communications necessary to maintain coordination and liaison with the organization's leadership and various committees;
 - d. maintenance of membership files;
 - e. maintenance of master calendar(s);
 - f. handle all association correspondence.

MEMBERSHIP & COMMUNICATIONS

Membership development (retention and recruitment):

1. propose, develop, and implement approved strategies to grow membership(s);
2. respond to inquiries regarding membership;
3. provide timely response to member inquiries (timely defined as responding within 24 hours);
4. provide delinquent dues follow-up.

Membership communication activities include:

1. maintenance of membership roster (s);
2. process new member applications;
3. assistance in preparing appropriate membership solicitation materials;
4. preparation of monthly reports on new and renewing membership results;
5. preparation of monthly renewal dues billing list;
6. prepare and process monthly dues renewal statements and reminders;

7. prepare and distribute monthly membership reports;

WEBSITE DEVELOPMENT

Website services include:

1. day-to-day management of website;
2. lead formulation and execution of the website goals and objectives with both organizations;
3. provide information on membership and association programs, as well as other information necessary to grow brand;
4. review and recommend changes or updates;
5. direct contracted-for services of website vendors;
6. edit and approve job postings / classified listing;
7. receive and process orders on a daily basis;
8. manage dues and registration onsite applications;
9. receive and respond to email within 24 hours;
10. Lead social media efforts.

MEETING PLANNING

1. appropriate meeting space, menu selection, head count, billing, etc.;
2. prepare and disseminate advance notice of meetings to appropriate individuals;
3. prepare and distribute agendas, reports and materials;
4. provide staff meeting support and minutes recording as needed;
5. make all telephone conference arrangements;
6. make reports and provide input at meetings;
7. write, edit, and distribute meeting minutes;
8. manage the election process for officers and directors.

Services for regular and special meetings, panel discussions and receptions:

1. assist with speaker arrangements and selection;
 - a. manage speaker recruitment and communication;
 - b. negotiate and process speaker honorarium and reimbursements as appropriate;
 - c. administer the confirmation of speaker participation;
2. arrange and coordinate all details for events, panels, receptions;
 - a. arrange and negotiate contracts for a facility, transportation, food and beverage, presenter and entertainment;
 - b. solicit and coordinate sponsorship for the event;

- c. write and produce all convention promotional materials, programs, and other printed items;
 - d. manage educational materials;
 3. handle registrations, prepare name badges, order portfolios, stuff packets, etc.;
 - a. solicit and contract for an online registration and credit card payment and collect completed registration forms and payments via email;
 - b. maintain database to provide detailed reports on program participants including registration for workshops, demographic information and payment information;
 - c. provide reports to track participants and target additional marketing needs;
 - d. provide registration confirmations;

PUBLIC / GOVERNMENT AFFAIRS

1. coordinate communication with elected officials, association committees, and industry related associations and other groups;
2. maintain a consistent message to the field and members;
3. facilitate grassroots lobbying efforts.

Time Commitment

Average of 6 hours a week to start with potential for growth

Compensation

\$18 an hour. This is a contracted position. There are no additional benefits.

To Apply

Send resume and cover letter to Erin Decker at EDecker@LJP.org