
San Antonio Association of Building Engineers

ASSOCIATION MANAGER JOB RESPONSIBILITIES

The San Antonio Association of Building Engineers is seeking an Association Manager for a contractually part-time remote position that is also available for meetings during business hours. The schedule is flexible depending on tasks, but must meet various timeline requirements on a weekly, monthly and annual basis.

Primary Responsibilities:

- Administer the business of the association.
- Monitor services to members and community
- Physically maintain custody of all Association documentation, equipment, materials and records.
- Assist the SAABE Board of Directors with the development and growth of the Association.
- Administer the directing, planning, scheduling and all coordination of SAABE events, including monthly and annual board meetings, luncheons, annual trade show and other related Association events.
- Oversee the management and maintenance of membership, including invoices, accounts receivable collections, budgeting, database and website.
- Track, maintain and response to email correspondence within 48 hours

Board of Directors

- Prepare location and plan for food or other needs for Board meetings
- Attend all Board meetings and planning sessions, attend committee meetings as needed
- Prepare and disseminate all Board materials prior to board meetings, including agenda and prior meeting minutes
- Prepare financial reports and invoicing for Board review and approval
- Provide support for Board members as requested
- Recommend and participate in the formation of policies and procedures

Board of Directors – Elections

- Oversee annual elections, including membership correspondence, nomination tracking and election coordination
- Prepare and distribute ballots online and by email, where opted
- Accept and tally ballots and votes where no taken by hand-vote
- Support new Board members with orientation and inclusion in all correspondence

Financial & Accounting

- Creation of the annual operating budget for Board review and approval
- Prepare monthly financial statements and distribute to the Board for review/approval
- Receive and make deposits, receive and prepare invoices for processing
- Write checks, secure dual signatures for payments
- Maintain bank accounts and other association funds, reconcile monthly
- Create and distribute invoices for membership fees, sponsorships and registrations
- Monitor accounts receivables and oversee collection process

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- Use QuickBooks software for financial data collection and reporting

Membership

- Provide customer service to all new and returning members
- Provide detailed member counts to Board
- Annual renewals – create, send and collect membership dues
- Manage membership records, rosters, database and contact information
- Process new membership applications, including database setup, email distribution setup and payment collection

Event Planning – Luncheons

- Secure location for events, complete annual contract review and signatures
- Coordinate with venue monthly for final counts, audio/visuals, menu planning, etc.
- Create online events and registration and provide credit card payment options
- Send reminders for event registration deadlines to members
- Prepare agenda for podium and speakers
- Create and coordinate display of monthly slideshow with updated sponsorship details, upcoming events and more
- Creation of certificate for luncheon presentations
- Creation of tabletop sponsor placards
- Creation of RSVP check-in list, attend event to assist with coordination of logistics, oversee check-in and process final vendor payments
- Assist with overseeing door prizes, including tickets for attendees
- Coordination and clean-up after the event, including all SAABE materials
- Complete reconciliation of event attendees and receivables

Event Planning – Education

- Create online events and registration and send to membership
- Coordinate RSVP list and provide to Education Director prior to event for RSVP tracking

Event Planning – Trade Show

- Assist committee with securing venue, contract review and signatures
- Assist committee with coordination of catering, event setup, vendor payments, etc.
- Create online event registration, flyers, distribution of event details, including vendor booth registrations and payment collections
- Send reminders as needed for registration deadlines
- Coordinate final counts, layout/setup and booth assignments for vendor locations
- Attend committee meetings when applicable and assist with management of event logistics
- Creation of RSVP check-in list, attend event to assist with coordination of logistics, oversee check-in and process final vendor payments
- Email communication to vendors, including maps, booth assignments, event reminders and logistics
- Email communication to attendees, including map, vendor lists, event reminders and logistics

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- Coordination and clean-up after the event, including all SAABE materials
- Complete reconciliation of event attendees and receivables

Event Planning – Holiday Social

- Assist committee with securing venue, contract review and signatures
- Assist committee with coordination of catering, event setup, vendor payments, etc.
- Create online event registration, flyers, distribution of event details, including sponsorships, registrations and payment collections
- Send reminders as needed for registration deadlines
- Coordinate final counts, layout/setup, audio visual and door prizes
- Attend committee meetings when applicable and assist with management of event logistics
- Creation of RSVP check-in list, attend event to assist with coordination of logistics, oversee check-in and process final vendor payments
- Email communication to attendees, event reminders and logistics
- Coordination and clean-up after the event, including all SAABE materials
- Complete reconciliation of event attendees and receivables

Newsletter

- Assist in creation, reviewing and proof-reading of newsletters
- Distribution to membership
- Archive files on SAABE website

Constant Contact – Email Distribution

- Maintain membership contacts and update accordingly
- Creation and distribution of all marketing, campaigns, events and notices to active and past members, prospects and industry contacts

Website

- Maintain SAABE website, including regular event updates, calendars, membership database and oversight
- Oversee documentation of all online and back-office processes per procedure
- Create events, webpages, marketing, online registrations of all events with Board input
- Develop and maintain membership database
- Maintain sponsorship details on website and facilitate in non-dues revenue
- Update webpages, accordingly, including newsletter archives, contact information, committee and education updates

Qualifications & Requirements:

- Self-motivated to work independently with limited direction or supervision
- Ability to multi-task and manage multiple priorities
- Strong communication skills – verbal and written communication
- Organized with attention to detail and ability to meet deadlines

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- Problem solving ability, offering creative solutions
- Strong people skills, work well in collaboration with others
- Exercise good judgement with a professional attitude and appearance
- High standards of quality with attention to detail
- Proficiency with Microsoft Office, QuickBooks, GoDaddy, Constant Contact and other applicable software
- Commercial Real Estate relationship with BOMA a plus, as well as other industry related industries

PLEASE SUBMIT RESUMES TO SAABETX@GMAIL.COM.