The Chapter Executive is a part-time position that assists the chapter with administration of FPA of CHAPTER. The Chapter Executive should fully understand the benefits of membership of FPA Headquarters and FPA of CHAPTER. It is expected that the role will require a time commitment of 10-15 hours per week.

**DUTIES:**

* **Meetings and Events**
* Attend FPA of CHAPTER Board Meetings, as needed.
* Attend and assist onsite with FPA of CHAPTER meetings and events, as needed.
* **Plan/Coordinate Programs and Other Social Events (Approx. 10-15/year)**
* Collaboration with volunteers (or their designated programming team) and relevant sponsors to determine and refine topics and content.
* Submit programs for CFP® continuing education.
* Send related announcements, program flyers, and reminders to Chapter members as directed by the volunteers.
* Arrange with appropriate facilities to provide the following:
* Appropriate company space
* Food and beverage
* A/V
* Set up and manage registration for each event.
* Manage continuing education credits.
* Keep track of “no-shows” at Chapter events, send follow-up correspondence.
* Program follow-up e.g., create attendee lists, post PowerPoint presentations to the Chapter website, follow up with membership for all non-member attendees.
* **Membership**
  + Work with the chapter leaders to develop a recruitment and retention plan.
  + Assist Membership Committee in onboarding new members.
  + Invite prospective members to attend programs and identify other opportunities to engage and recruit new members.
  + Send welcome letter to new members.
  + Coordinate with FPA Headquarters (“HQ”) on prospective member communications.
  + Alert chapter leaders and HQ to non-member outreach program opportunities.
* **Annual Sponsorship Program**
  + Create sponsorship materials e.g., solicitation letter, pledge form, as directed by the Chapter Leaders.
  + Handle requests for sponsorship information.
  + Provide meeting information to sponsors.
* **Chapter Website Management**
  + Work with volunteers to post news, update calendar of events, and ensure that overall content remains timely and relevant to chapter members.
* **Quarterly and Monthly Newsletters**
  + Coordinate with volunteers to provide program calendar, new members’ names and other newsletter content.
  + Assist in preparing draft newsletters and other publication materials.
* **Marketing**
* Perform initial review and assessment of requests from third-party marketers, vendors, law firms or other organizations seeking to provide programs, sponsorships, or services to the Chapter.
* **General**
* Respond to member phone calls and email in a timely manner.
* Maintain communication with FPA Headquarters, participate in monthly Chapter Leader Training and contact HQ staff as needed.
* Identify and work with Chapter Executive to identify areas for organizational improvement and attend the OneFPA Chapter Leaders Conference and other training.
* Prepare initial drafts of chapter email distribution announcements at the direction of the Chapter Executive.
* Such Chapter activities as may be directed from time to time by the board.
* Provide timely invoice for services that includes date, service and detail as appropriate.

**QUALIFICATIONS:**

* Minimum: Associate’s degree, preferred Bachelor’s Degree.
* 3+ years of prior association management experience preferred.
* Excellent verbal and written communication skills and superior presentation skills required.
* Candidate must demonstrate attention to detail, exceptional responsiveness, and ability to manage and balance many activities.
* This position requires a true self-starter. The successful candidate must be able and willing to travel around the area, attend Chapter functions (approximately 1-2 times per month). Travel out-of-town to FPA functions may be required on occasion.
* Must be comfortable with volunteer management, working with multiple Chapter Leaders and key stakeholders.
* High proficiency with Microsoft Word, Excel, and Outlook required. Experience with YourMembership.com or other Association Management Software is preferred.

This position reports to the board. A performance review will be performed annually.

Contact: Nathan Greene, CFP®

Chapter President

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