

Position Title: Executive Association Administrator

Reports To: Chief Executive Officer (CEO)

FLSA Status: Non-Exempt

Location: Remote

Position Summary

The Executive Association Administrator provides high-level administrative, governance, and operational support to the Chief Executive Officer and C-level leadership of a growing trade association. This role serves as a trusted partner to executive leadership and the board of directors, ensuring seamless scheduling, accurate documentation of decisions and votes, and professional preparation of reports, presentations, and templates.

The ideal candidate is highly organized, discreet, and proactive, with strong experience supporting senior executives and managing board, committee, and council processes in a complex, fast-paced environment.

Key Responsibilities

Executive & C-Suite Support

- Manage complex executive calendars, including scheduling board, committee, council, and leadership meetings across multiple time zones.
- Coordinate meeting logistics, agendas, materials, and follow-up actions for executive leadership.
- Serve as a primary administrative liaison between the CEO, executive team, board members, and external stakeholders.
- Manage and prioritize all email correspondence for the CEO and COO, drafting responses, flagging high-priority items, and ensuring timely, professional communication with board members, partners, and stakeholders.
- Handle confidential information with professionalism, discretion, and sound judgment.

Board & Governance Administration

- Prepare and distribute board, committee, and council agendas, packets, and supporting materials.
- Track board, committee, and council votes, motions, quorum, and approvals; maintain accurate governance records.

- Draft and maintain official meeting minutes, resolutions, and decision logs.
- Support compliance with bylaws, governance policies, and record-retention requirements.
- Maintain board rosters, terms, committee and council assignments, and officer records.

Reporting, Templates & Documentation

- Create and maintain standardized templates for reports, agendas, presentations, and executive communications.
- Compile, format, and edit executive and board reports, dashboards, and briefing materials.
- Track action items, deadlines, and deliverables across leadership, committees, and councils.
- Ensure consistency, accuracy, and professional presentation of all executive-level materials.

Presentations & Communications

- Develop and format executive-level presentations (PowerPoint, etc.) for board meetings, member briefings, and external audiences.
- Assist with drafting executive correspondence, announcements, and official communications.
- Coordinate presentation materials and logistics for conferences, annual meetings, and strategic sessions.

Operational & Administrative Support

- Support strategic initiatives and special projects as assigned by executive leadership.
- Maintain organized electronic filing systems for executive and governance records.
- Coordinate with internal teams and external vendors to support leadership priorities.
- Anticipate administrative needs and proactively resolve issues before they escalate.
- All other duties as assigned.

Required Qualifications

- Associate's or Bachelor's degree preferred, or equivalent professional experience.
- 3–5+ years of executive or senior-level administrative experience, preferably supporting C-suite or board leadership.
- Demonstrated experience with:
 - Scheduling and coordinating high-level meetings
 - Tracking votes, decisions, and governance actions
 - Creating executive reports, templates, and presentations
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Exceptional written communication and document-editing skills.
- Strong attention to detail and ability to manage multiple priorities with accuracy.

Preferred Experience

- Experience working in a trade association, nonprofit, or membership-based organization.
- Familiarity with board governance, bylaws, committee and council structures.
- Experience using association management systems (AMS), CRM platforms, and project management tools (Asana, etc.).
- Remote or hybrid executive support experience.

Core Competencies

- Executive presence and professionalism
- High level of discretion and confidentiality
- Strong organizational and time-management skills
- Ability to anticipate needs and work proactively
- Clear, concise communication

- Adaptability in a growing and evolving organization

Performance Indicators

- Accuracy and completeness of board records, votes, and meeting documentation
- Timeliness and quality of executive reports and presentations
- Effectiveness of scheduling and meeting coordination
- Positive feedback from executive leadership and board members
- Ability to manage competing priorities without loss of detail