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# Example of Associate Executive Job Description

Our growing company is looking for an associate executive. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for associate executive

* Working within JDRF’s volunteer-staff partnership environment, the Associate Executive Director will support and maintain the vision, mission, priorities, and guiding principles of JDRF
* Provide proactive partnership and support to the Executive Director, to help drive Chapter excellence, growth and execution
* Oversee the day-to-day management of key Core Program activity and additional duties as assigned, making certain that staff and volunteers are supported in the implementation of strategic and operational plans to drive fundraising priorities
* Directly supervise Office Manager
* In collaboration with the ED and Nominating Committee, assist in the development and engagement of Board members in Chapter activities, with the identification and cultivation of potential Board members
* Support ED and Donor Relations Officer in planning and execution major donor reception events, including donor research and stewardship planning and execution
* Support ED with National projects as needed
* Help build and manage Core Program, Social Events volunteer committees providing leadership, cultivation, acknowledgement, material support, and assistance in creating and implementing committee annual plans and desired outcomes
* Provide strategic direction and leadership for major Chapter external/community development activities
* Serve as staff partner to Corporate Development Chair on Board of Directors

## Qualifications for associate executive

* Good computer skills with proficiency in email, word processing and spreadsheet software, working knowledge of presentation software
* Strong knowledge of spreadsheets, data retrieval, and word processing and presentation software
* Research/Sourcing/Knowledge Management/Analyst related experience preferred specifically at the executive/C-level globally
* Prefer 2+ years experience selling to banking institutions or relevant experience within the banking industry
* Management of global meetings
* This position requires extreme attention to detail and comfort in dealing with new technology and systems