

Manager of Association Services

About Us

The U.S. Apple Association (USApple) is the national trade association representing America's favorite fruit. We advocate for the nation's 26,000 apple growers and their downstream partners, who together support 14,000 jobs and generate \$21 billion in annual economic output. We are a fun, fast-paced office with a small staff that does lobbying, communications, event planning and member services. The person who fills this position will get hands-on exposure in all these areas and be able to carve out their unique place within the organization. The association office is located in Falls Church, Va. Partial teleworking is possible after an onboarding period. Competitive salary and benefits.

Overview of Position

The Manager of Association Services' position is a great opportunity for the right person seeking nonprofit experience. The varied skillset and professional development of this position will add depth and breadth to the manager's portfolio.

The Manager of Association Services' responsibilities include the following:

- Responsibility for financial and office management, including electronic payment of invoices, bank deposits and supplies;
- Supporting meeting logistics, including event registration and social functions;
- Prepare meeting documents, and prepare and distribute internal meeting minutes;
- Aiding communications efforts, including social media, website and member communications;
- Assisting with premier USApple programs, such as Capitol Hill Day, USAppleTracker report, Young Apple Leaders, and Apples4Ed;
- Assist in the coordination of Congressional visits, grassroots outreach and political action committee efforts; and
- Travel to our annual conference in Chicago and other member meetings and visits as needed.

Qualifications

We're looking for someone who is a team player and a self-starter who can own their individual projects. This person must be able to thrive in a multi-faceted, fast-paced office environment. In addition, the candidate must possess:

- A college degree;
- 2-4 years of professional experience;
- Eagerness to learn various areas of the nonprofit landscape; and
- Readiness to roll up their sleeves and pitch in where needed.

Contact

Email resume and letter of interest with salary expectations to jbair@usapple.org

Learn about USApple

