



## **Account Executive (Part-Time)**

Luminari Partners is seeking a highly organized, motivated and multi-talented Account Executive to join our team!

### About our Future Team Member:

As an Association Executive, you will bring a wealth of experience in effectively managing the Board of Directors and overseeing the vital operations of your assigned association. Your track record of personally executing and project-managing initiatives in event planning, marketing, communications, and business operations positions you as a dynamic professional with a genuine passion for problem-solving. You thrive on identifying opportunities to learn and deliver exceptional results. As a seasoned association executive, you will inspire and collaborate with your team members at Luminari Partners, driving success and fostering innovation together.

As far as what you can expect in your day-to-day role as an Account Executive:

- Foster relationships with clients, board members, and stakeholders within your organization.
- Provide recommendations to the Board of Directors and committee leaders.
- Collaborate with client volunteer leadership to facilitate board and committee meetings that further the organization's objectives.
- Manage and maximize the profitability of client programs, including meetings, publications, and other products as needed.
- Plan events, which involve preparing event registrations, marketing and communication support, and coordinating logistics before, during, and after events.
- Support client-focused initiatives, including membership, committee, and project management for all strategies and initiatives.
- Manage clients in accordance with the contracted scope of service and resource assignments, making necessary adjustments to resources and priorities as required.
- Ensure fiscal responsibility regarding client activities, including budget preparation, explanation, and development.
- Liaise with stakeholders such as sponsors, national chapters, and other entities that support the represented client.
- Supervise and direct staff as well as manage the day-to-day administrative functions for clients.
- Participate in internal meetings at Luminari Partners, sharing key feedback to promote continued client success.

### Qualifications:

- Experience collaborating with a diverse range of professional stakeholders.
- Strong written, verbal, and electronic communication skills, with the ability to communicate positively, respectfully, and authentically.
- Ability to work independently with minimal oversight in a remote environment.
- Willingness to travel for client meetings and events within the Greater Sacramento Region.



- Able to work evenings and weekends to support board meetings and events. Evening and weekend events will most likely require an in-person presence.
- Prior experience in an Executive or C-Level role within an association, whether as staff or contracted staff.
- Proficient in Microsoft Office Suite.
- Familiarity with Association Management Software and Project Management Software.
- Capable of managing multiple tasks while meeting deadlines. - Well-developed interpersonal skills.
- Ability to effectively communicate with a diverse set of stakeholders.
- Proficient in preparing and delivering clear, concise, and compelling presentations and client reports.
- Strong understanding of financial management and budgeting.
- Over 8 years of experience in Association Management.
- Bachelor's degree or equivalent qualification.

To Apply:

Please send cover letter and resume to [business@luminaripartners.com](mailto:business@luminaripartners.com). Please include the subject line of "Application for Account Executive." Applications are due by April 25, 2025.

**About Luminari Partners:**

Luminari Partners is a proud women-owned small business based in the Greater Sacramento Region. Our dedicated, executive-led team specializes in crafting authentic strategies and delivering tailored solutions that empower associations, nonprofits, and organizations to thrive. Learn more about what we do at [www.luminaripartners.com](http://www.luminaripartners.com).