



Professional Association Executive Director

Are you a dynamic, operations-minded Executive Director (ED) who knows how to translate member needs into products and services driving growth and expansion? Read on!

We seek an experienced ED who can build on a foundation of acknowledged subject matter expertise and positive market reputation to deliver services members value to an expanded market. This role offers the benefit of an established organization with a strong reputation in its market, but also the challenge of new markets to explore. If you're looking for a role with impact, this is it.

About the Position

The Executive Director is responsible for leading ATIXA ([Association of Title IX Administrators](#)) operations and meeting desired growth targets. The Executive Director will work with the Association President and Vice President, Association Management to refine the organization's strategic plan, and then oversee program development, execution, and association administration aligned with the approved plan. The ED will also collaborate with Sales and Marketing leadership, providing input to association sales and marketing team members.

Title: Executive Director
Work Location: King of Prussia, PA

Responsibilities

- Develop and implement strategies aiming to promote the organization's mission and "voice"
- Collaborate with Association President on creation of business plans for the attainment of business objectives
- Oversee Association budget, monitor key financial and non-financial performance indicators
- Lead an effective Association team, providing guidance and coaching to subordinates
- Provide operational leadership and oversight for daily Association operations; Supervise members of the Association team
- Build upon the success of the ATIXA brand and help to navigate a changing compliance landscape for Title IX
- Spearhead expansion of ATIXA's reach into new markets
- Project manage the expansion of Association products and services
- Guide the Association's legislative initiatives and lobbying relationships

- Participate as a member of TNG Consulting leadership team, supporting overall organizational objectives and growth initiatives
- Ensure adherence of the organization's daily activities and long-term plans to established policies and legal guidelines
- Devise remedial actions for any identified issues
- Along with Association President, forge and maintain positive working relationships with Advisory Board members, influencers in the field, and key members/clients
- Act as chair of ATIXA Events Committee, serve as a spokesperson for the company at Association events

Occasional travel (about four times a year) is required to attend Association events, with dates known well in advance.

Experience

- 4+ four years of experience as ED of a professional membership or non-profit association with membership of at least 2,000
- Outstanding organization and leadership abilities
- Experience in developing and implementing strategies and plans
- Strong understanding of corporate finance and measures of performance
- Knowledge of AMS and best practices in using member data to support efficient operations
- Excellent communication (oral and written) and public speaking skills
- BS/BA in business or MBA preferred
- CAE designation a plus

About the Company

ATIXA is a not-for-profit association managed by TNG Consulting. TNG is a vibrant, growing firm that offers the chance to “do well by doing good.” Our mission: To enhance the safety of schools and workplaces by offering comprehensive solutions to eliminate violence, discrimination, and misconduct. The ATIXA Executive Director is a TNG employee reporting to the TNG Vice President, Association Management.

For over 20 years, we've consulted with thousands of schools, colleges, workplaces, and organizations to empower them to become safer and healthier communities. TNG Consulting operates three professional associations, ATIXA, NaBITA, and VIIAA, and provides direct training and consulting services to the education space.



We are a close-knit team that is passionate about serving clients, demonstrating excellence, and achieving positive results. Our employees describe our firm as value driven, performance oriented, collaborative, caring and fun! In addition to our King of Prussia, PA headquarters, additional team members work from offices in the Los Angeles area and from satellite locations across the country.