

## Association Deputy Director

Terry Humphrey Public Affairs Group Inc. is an association management and public affairs company seeking an experienced association and public affairs leader to join our team.

The Deputy Director will have both internal and external facing responsibilities, ranging from client and project management (business development, framing of key approaches, high-quality client delivery, written products) to administration (budgets, financial oversight, IT, website, communications, publications, reporting), and programs (developing, implementing and marketing standardized programs and services). The deputy will direct and mentor staff to achieve performance objectives and evaluate staff performance. The Deputy Director will partner closely with the Executive Director to chart clients' growth and develop strategic response to an ever-increasing demand for the organization's services.

The position is virtual; however, candidates must be located in or in close proximity to Topeka, KS. The position requires in-person meetings and personal transportation to client and vendor locations.

The ideal candidate is a self-starter and team player who can manage multiple tasks and engage productively with colleagues and association members.

Experience: Candidate should have 4 years experience as association director, deputy director or business or nonprofit organization management. Bachelor's degree is required and MBA is preferred.

Salary and benefits: Commensurate with experience.

To be considered for this position, please send the following documents to [ashley@terryhumphrey.com](mailto:ashley@terryhumphrey.com) by April 1:

- Cover letter
- Wage expectations
- Resume
- Writing sample
- References upon request

Terry Humphrey Public Affairs Group is an Equal Employment Opportunity (EEO) employer.