

Job description

Association Manager International Association of Young Lawyers (AIJA)

AIJA is the only global association devoted to lawyers and in-house counsel aged 45 and under. Since 1962 AIJA provides outstanding international opportunities for young lawyers to network, learn and develop. We believe in promoting professional excellence, diversity, and the values of the legal profession across borders.

We are seeking an Association Manager with extensive experience to lead our organisation into its next chapter. The successful candidate will be responsible for overseeing the association's daily operations, ensuring financial health, strategizing for growth, and maintaining effective governance. This role is pivotal in enhancing our fundraising efforts, managing events, fostering international relations, and leading our dedicated team towards achieving our goals.

The Association Manager is the essential link connecting AIJA's leadership, its members, and the team, guaranteeing efficient cooperation across projects and initiatives, while focusing on AIJA's dedication to broader social and environmental goals.

Key responsibilities

- **Association Oversight:** Ensure a comprehensive understanding and management of all aspects of the association's day-to-day management activities, maintaining high standards of professionalism and effectiveness.
- **Strategic Development and Implementation:** Develop and implement the association's strategic plans based on data analysis in close collaboration with the Bureau. Continuously evaluate and adapt strategies to meet the association's goals and respond to external changes.
- **Team Management and Daily Operations:** Lead, manage, and develop the association's staff to ensure efficient and effective operations. Foster a positive work environment that encourages teamwork and professional growth.
- **Financial Management:** Maintain accurate financial records, develop and monitor the budget, and ensure the association's financial health and efficient use of its funds. Work closely with the finance team to identify and pursue opportunities for financial growth and sustainability, as well as to ensure proper payment collection.
- **Executive Support and Governance Facilitation:** Provide comprehensive support to the Bureau and other governing bodies, facilitating smooth and efficient operations and decision-making processes, and coordinating efficient use of any external advisors.
- **Event Management:** Ensure that the event management team delivers timely and cost effectively the events organized by the association, in line with the Bureau expectations. Provide hands-on support as needed to ensure successful outcomes and participant satisfaction.
- **IT Management:** Ensure the association's IT infrastructure supports its operations effectively and securely. Stay abreast of technological advancements that can benefit the association.
- **Marketing & Communications Strategy:** Oversee the development and execution of marketing and communication strategies to enhance the association's visibility, membership engagement, and public image.

- **International Relations:** Manage and expand the association's international relationships, including collaborations with global legal organizations, local bar associations, and universities.
- **Fundraising:** Develop and implement effective fundraising strategies to support the association's activities and projects. Cultivate relationships with potential sponsors to secure financial support.
- **Compliance and internal policies:** Ensure AIJA's compliance to all legal requirements and regulations, document the association's policies and procedures and ensure adherence to them.
- **Representation in Belgium:** Be the Association spokesperson for its legal matters and meeting requirements in Belgium, e.g.: audits, signing contracts with staff and vendors, in accordance with their power of attorney and internal policies.

Required qualifications

- A minimum of 8 years of experience in association management, including strategic planning, team leadership, and financial oversight.
- Experienced people manager with high emotional intelligence.
- Proven expertise in financial oversight, including budget management and financial planning.
- Master's degree (or equivalent experience) in Business Administration, Management, or related field.
- Demonstrated ability to manage multiple priorities and meet deadlines.
- Fast learner and able to adapt easily to a continuously changing work environment.
- Service oriented with ambition to provide value at all times and every opportunity.
- Excellent communication and interpersonal skills.
- Vast experience in using Microsoft Office.
- Experience in the legal sector and/or in international relations is beneficial.
- Fluency in English; proficiency in additional languages is advantageous.

What We Offer:

- A full-time, long-term commitment with an attractive compensation package.
- A hybrid work environment, blending in-office, remote work and international travel.
- Access to professional development opportunities in a vibrant, evolving setting.
- Being a part of a unique global community of members, blending professionalism and friendship.

Application Process:

Candidates should submit their CV and cover letter to careers@aija.org by May 19, 2024. Please note that only applicants selected for interview will be contacted.

Join AIJA: Be a part of a team that's driving innovation and excellence in the legal world.