

## **Job vacancy: Association Consultant (Manager)**

SEC Newgate EU is a Brussels-based advocacy and communications consultancy with global reach as part of the SEC Newgate Group.

We are looking for an experienced Association Consultant to join our growing Association Management team to support several trade associations.

This is an exciting opportunity for a dynamic professional with excellent project management skills who thrives in a fast-paced, dynamic, multicultural, and multinational environment.

### **DEADLINE FOR APPLICATIONS**

30 November 2024

### **KEY RESPONSIBILITIES**

- Serve as the primary point of contact for association clients, managing client relationships as Association Manager, including:
  - Defining and implementing strategic plans.
  - Developing project plans, budgets, calendars, and checklists.
  - Managing membership processes and engagement.
  - Overseeing association communications (newsletters, websites) and coordinating events.
  - Liaising with external suppliers (events, accountant, translators).
  - Organising, attending and facilitating meetings; drafting minutes.
  - Overseeing accounting and financial compliance.
- Actively expand SEC Newgate EU's network.
- Collaborate with SEC Newgate EU's digital, media and marketing teams to develop creative tools and programmes to support clients.

### **QUALIFICATIONS & REQUIREMENTS**

- Minimum 5 years' experience working for an association, or similar experience managing associations within a consultancy.
- Excellent command of spoken and written English, with proficiency in at least one additional European language preferred..
- Commercially astute, with a client-focused approach and strategic mindset.
- Proven skills in project and event management.
- Ability to grasp quickly highly technical issues.
- Strong organisational skills and an eye for details.
- Good understanding of the EU public affairs and communications landscape.
- Proficient in MS Office and digital tools (websites, digital editing).
- Ability to work both independently and collaboratively.



## **WE OFFER**

- A dynamic, multicultural, collaborative, and entrepreneurial work environment.
- The opportunity to work with a dedicated and skilled team of consultants from diverse backgrounds.
- A competitive compensation package based on experience.

## **START DATE**

As soon as possible.

## **APPLY**

Send your CV and a short cover letter to [careers@secnewgate.eu](mailto:careers@secnewgate.eu) by 30 November 2024, with the subject line: *Association Consultant*. As applications will be reviewed on a rolling basis, we encourage you to apply as soon as possible.

*Due to the high number of applications, we will only contact shortlisted applicants.*

For more information about our company, please visit [www.secnewgate.eu](http://www.secnewgate.eu).