Job Title: Director of the APSP Western Office

Department: Membership and Business Development
Reports To: Director of Membership and Business Development
FLSA Status: Exempt

The director of the APSP Western Office engages, provides support for, and promoting education opportunities and membership efforts in collaboration with volunteers, chapters and APSP HQ in the western states. The Director evaluates current chapters and assists in development of new chapters (as needed). The Director is the key contact between National and the chapters in the Western Territory (California, Arizona, New Mexico & Nevada) and is responsible for the delivery of APSP education in the Western States. This position will be essential to chapter membership development and growth.

Responsibilities:

- Works directly with the Director of Membership & Business Development on Chapter member retention and recruitment campaigns. Assists Director in all matters related to business development and non-dues revenue generation within the chapters through APSP education, products and resources.
- Serves as the primary point of contact for APSP Western Office chapters.
- Responsible for meeting annual revenue goals as set forth by National office.
- Responsible for implementing, nurturing and growing APSP affiliation agreement with the California Pool & Spa Association.
- Works with Western Office Chapters to identify and develop new leaders and volunteers.
- Implement plans to cultivate new chapters as necessary in Western states.
- Develops, maintains, and documents Chapter operations manual and other chapter program templates.
- Staffs on-site APSP booth with team members at annual EXPO, chapter events and affiliation shows.
- Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.
- Seeks opportunities to work collaboratively with industry associations.
- Participates and contributes to the development of educational programs offered to the chapters.
- Works well with other employees, functions as a team player and accepts constructive suggestions for improving job performance from supervisors and managers.
- Maintains regular and consistent attendance.
- Performs other reasonably related duties as assigned.
Relationships and Roles:

Internal / External Cooperation

- Maintain contact with volunteers to ensure a high level of engagement.
- Demonstrate ability to interact and cooperate with vendors.
- Build trust, value others, communicate effectively, drive execution, foster innovation, focus on the customer, collaborate with others, solve problems creatively and demonstrate high integrity.
- Maintain professional internal and external relationships that meet company core values.
- Proactively establish and maintain effective working team relationships with all support departments.

Job Specifications:

- 5+ years of experience in Chapter and or component relations.
- Located on the west coast (California, Las Vegas, Arizona)/ home based office
- Knowledge of CRM database.
- Experience with Outlook, Word and Excel programs.
- Knowledge of the pool and spa industry helpful.
- Strong understanding of customer service and relationship development.
- Willingness to travel.
- Bachelor’s degree or equivalent

Interested individuals should send resume, salary requirement and cover letter to: hr@apsp.org.

No phone calls, please.