

Association Administrator

Arkansas Land Title Association ("Association") - Part-Time Administrative Contractor

Position Type	Part-time independent contractor (or association management company engagement)
Reports To	Board of Directors, through the President; Secretary/Treasurer for financial functions
Location	Remote or hybrid, with limited in-state travel (e.g., the Annual Meeting and board meetings)
Classification	Contractor

Overview

The Association seeks a part-time Association Administrator, engaged as an independent to provide administrative and secretarial support and to serve as, and perform the duties assigned to, the Executive Director under the Association's Bylaws and the ARLTA-PAC governing documents. The role is administrative in nature: the Administrator carries out defined, recurring tasks under the direction and supervision of the Board of Directors and its Officers, who set all policies, budgets, and official positions. A priority objective of the role is to help grow the Association's revenue by increasing and retaining membership.

The Administrator works under the direction and supervision of the President through the Board and its Officers and, for the handling of Association monies, the Secretary/Treasurer. Strategic, financial, membership-eligibility, and official-position decisions are made by the Board; the Administrator carries them out and has no authority to bind the Association or speak on its behalf except as the Board expressly authorizes. The position may also be filled by an association management company delivering the services through its staff.

Responsibilities

1. Membership and Revenue Growth. Actively recruit prospective members and follow up on leads to grow dues revenue; conduct renewal and retention outreach to reduce attrition; process applications, onboarding, dues billing, and renewals; maintain the member database; forward applications to the Membership Committee as provided in the Bylaws; and report membership and revenue progress to the Board.

2. Bookkeeping and Finances. Prepare and send invoices for dues, registrations, sponsorships, and exhibitor fees at the rates set by the Board; record income and expenses and manage accounts receivable and payable; under the Secretary/Treasurer's supervision, receipt, deposit, and disburse Association monies and account for them periodically; reconcile accounts and prepare routine financial reports for the Board and the Finance and Audit Committee; administer the dues cycle under the Bylaws, including default and termination notices with copies to the Board; and ensure tax returns and required governmental filings are made with the Association's accountant.

3. Correspondence and Communications. Handle the Association's incoming and outgoing communications; prepare and distribute newsletters, notices, and announcements at the Board's direction; respond to routine member and public inquiries; and maintain contact with the American Land Title Association (ALTA) and the Arkansas Insurance Department as directed.

4. Meetings, Records, and Governance. Schedule meetings and prepare and send notices, agendas, and materials; take and maintain minutes; maintain the permanent records, corporate filings, registered-agent matters, and corporate seal; provide the notices the Bylaws assign to the Executive Director (nominees, dues-default, and termination) within the required time periods; maintain voting-representative designations and receive proxies and resignations; refer grievances, complaints, and appeals to the Board; and provide administrative support to the standing committees.

5. Events and Continuing Education. Coordinate logistics for the annual conference, continuing education seminars, and meetings, including venues, registration, and materials; arrange CE and CLE credit reporting; and assist with sponsors and exhibitors.

6. Website, Social Media, and Technology. Keep the website and social media updated with events, member news, and announcements; manage the email distribution list; coordinate with the website and IT vendors; and maintain backups of Association records.

7. ARLTA-PAC Support. Serve as an ex-officio member of the ARLTA Political Action Committee (ARLTA-PAC) and perform the Secretary/Treasurer functions its governing documents assign to the Executive Director: notice and minute PAC meetings; maintain PAC funds and the bank account separately from the Association; serve as a required check co-signatory with the Chairperson or another authorized member; record contributions and fundraising within legal limits; and prepare and file PAC reports under Arkansas campaign-finance and ethics disclosure laws. Candidate-support and contribution decisions are reserved to the PAC.

Qualifications

Required. Strong administrative, organizational, and recordkeeping skills; bookkeeping experience; accurate minutes and correspondence; proficiency with office software, email, and membership or accounting software; clear written and verbal communication; comfort with member outreach and recruitment; and the ability to work independently on a part-time schedule under Board direction.

Preferred. Familiarity with the title, real estate, or settlement-services industry; nonprofit or membership-association administrative experience; event-coordination experience; and familiarity with political action committee or Arkansas campaign-finance and ethics disclosure reporting.

Compensation and Application

Compensation commensurate with experience, structured as a fixed monthly retainer/salary and fundraising bonuses approved by the Board. The Administrator is engaged as an independent contractor and is responsible for its own taxes, insurance, and business expenses except as the parties agree in writing.

To apply, individuals should submit a resume or statement of qualifications, a proposed rate, and references; management companies should submit a proposal describing assigned personnel, comparable association clients, proposed fee structure, and references.