

American Finance Association (AFA)

Position Description: Part-Time Director of Operations

Position Overview

The American Finance Association (AFA) seeks a highly organized, detail-oriented, and proactive **Part-Time Director of Operations** to support the ongoing operations and annual programming of the association. The Director of Operations serves as a key leadership role for the American Finance Association, reporting directly to the Executive Secretary and Treasurer. This part-time position is responsible for managing the operational aspects of the Association, with a primary focus on coordinating the Annual Meetings, supporting governance activities, and overseeing day-to-day operations to ensure the AFA functions effectively and efficiently.

Key Responsibilities include:

Annual Meeting Management

- **Board & Executive Committee Support:** Coordinate and provide administrative support for AFA Executive Committee and Board meetings during the Annual Meetings
- **Committee Management:** Facilitate AFA Committee activities, including scheduling meetings, preparing materials, and ensuring follow-up actions
- **Event Planning & Execution:** Plan, coordinate, and oversee AFA events during the Annual Meetings including managing vendors
- **Help Desk Coordination:** Recruit and manage student helpers to staff the AFA Information Desk
- **Travel Grant Administration:** Manage the Travel Grant program, including applicant evaluation, communications, grant distribution, and reporting

Financial Management

- **Budget Oversight:** Review and approve contractor invoices, track expenditures against budget
- **Financial Planning:** Assist with budget planning for future fiscal years
- **Prize Administration:** Manage invoices and distribution for Journal of Finance prizes, coordinating with sponsors
- **Corporate Compliance:** Submit required documentation to maintain AFA's business status

Communications & Technology

- **Stakeholder Communications:** Draft and distribute communications to various stakeholder groups
- **Media Content:** Create and disseminate media content representing the organization

- **Journal Coordination:** Submit AFA Office content and updates for the Journal of Finance
- **Website Management:** Maintain and update the AFA website with current information about leadership, news, and events
- **Technology Infrastructure:** Manage technology contractors to support and improve AFA's digital infrastructure

Qualifications

Required

- Bachelor's degree in business administration, finance, association management, or related field
- 3+ years of experience in operations management, preferably in an academic or professional association setting
- Demonstrated project management skills with ability to manage multiple priorities simultaneously
- Excellent written and verbal communication skills
- Strong organizational abilities and attention to detail
- Proficiency with standard office software and database systems
- Experience with event planning and execution

Preferred

- Master's degree in relevant field
- Experience working with academic associations or in higher education
- Knowledge of finance industry and academic landscape
- Experience managing contractors and vendors

Position Details

- **Employment Type:** Part-time (20 hours/week)
- **Location:** Remote with travel to Annual Meetings and occasional in-person meetings
- **Schedule:** Flexible hours with increased workload during Annual Meeting preparation periods
- **Compensation:** Competitive salary commensurate with experience

To Apply

Please submit a cover letter detailing your relevant experience and qualifications, along with a resume and three professional references to jobs@afajof.org.

The American Finance Association is an equal opportunity employer committed to building a diverse workforce.