



Job Posting – Association Manager

European Trails e.V. is looking for a highly motivated, well-organised and implementation-driven individual to manage the operations of our non-profit association. If you are passionate about sustainability, enjoy working independently and are comfortable combining strategic thinking with hands-on execution, we would be happy to hear from you.

Position

Association Manager

Location: emote

Working hours: full-time

Start date: immediately possible

Your Responsibilities

You will be responsible for the operational management of the registered non-profit association and will support the volunteer board in all organisational, administrative and communication-related matters.

Your responsibilities will include:

- Independent management of the association's day-to-day operations
- Support and assistance to the volunteer board
- Preparation, management and monitoring of the annual budget
- Administration of membership fees and management of the association's bank account
- Preparation of accounting documents, payroll records and annual financial statements
- Coordination of formal reporting obligations and association-related requirements
- Maintenance and further development of the website
- Management of the LinkedIn profile and newsletter



- Membership acquisition, member communication and CRM management
- Organisation of events, workshops and board participation in conferences
- Preparation, submission and management of funding applications and funded projects

Your Profile

You are highly organised, proactive and motivated by sustainability-related topics. You should bring:

- Several years of professional experience in comparable roles, such as association management, NGO management, project management, administration or communications
- An academic degree in a relevant field
- Strong intrinsic motivation and interest in sustainability, nature, mobility, tourism or social transformation
- Independent, structured and reliable working style
- Strong implementation skills and pragmatic problem-solving abilities
- Excellent communication skills in spoken, written and visual formats
- Native-level German, Professional-level English
- Confident use of digital tools, office applications, CRM systems and communication platforms

What We Offer

- A meaningful role in a European non-profit environment
- A high degree of autonomy and room for initiative
- Collaboration with a committed volunteer board
- The opportunity to actively contribute to sustainability-related topics
- Flexible working arrangements by agreement



Application

Please send your application, including CV, short motivation letter and salary expectations, to:

Info@europeantrails.com

Subject: **Application Association Manager – European Trails e.V.**

We look forward to receiving your application.