

Manager, Membership Finance

Position Title: Manager, Membership Finance

Reports to: SVP, Member Engagement and Services

Position Summary:

The American Hotel & Lodging Association is seeking a Membership Finance Manager to leverage data insights and communicate directly with members to increase AHLA revenue. The Finance Manager will be tasked with supporting the Membership and Partnerships teams with sizing and maximizing revenue opportunities. While this is a new data-driven role for AHLA, the Finance Manager will also need to be comfortable with direct member engagement to follow up on accounts receivable and reconcile hotel owner portfolios.

Responsibilities:

- Collaborate with members and membership team colleagues to reconcile hotel owner portfolios to ensure active membership.
- Research entities with multiple ownership stakes in hospitality to inform how AHLA approaches them for corporate membership and sponsorship/partnership.
- Collaborate with the Finance team to identify accounts receivable and reach out to members who are overdue to enhance cash flow and increase timely payments.
- Creating and maintaining status reports and regularly present reports and read-outs to the SVP, Member Engagement and SVP, Strategic Partnerships & Business Development
- Regularly updating member information in AHLA's CRM system.
- Other duties as required.

Education and Experience:

- Bachelor's Degree preferred.
- 4-5 years of financial analysis and database/data management experience.
- 1-2 years of association experience is preferred.
- Knowledge and/or experience in the hospitality industry is preferred.

Skills and Attributes:

- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and iMIS and or Salesforce preferred.
- Excellent oral and written communication skills
- Team player with a high level of professionalism, self-motivation, and position attitude.
- Detail-oriented individual with exceptional organizational and time management skills.
- Customer service focused.

Other:

- Position located in Washington, DC area.
- Moderate travel required.
- Hybrid - 3 days in office (Mon-Wed. or Tue-Thurs.).

Interested applicants can apply by sending their cover letter and resume to hr@ahla.com.

AHLA is an equal-opportunity employer. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you help us grow into a stronger, more inclusive organization. We celebrate diversity and are committed to creating an inclusive environment for all employees.

EOE