



**POSITION TITLE:** Membership Engagement Manager  
**ORGANIZATION:** American Association of Anatomists (AAA)  
**LOCATION:** Bethesda, Maryland (note: office will be moving to North Bethesda/Rockville in mid-2018)  
**STATUS:** Exempt  
**REPORTS TO:** Executive Director  
**DATE:** May 1, 2018

**Primary Function:**

This position collaborates with key staff in membership services, communications, and meetings to improve member growth, advancement and retention. Provides analysis and engagement metrics to ensure positive experiences for members and prospects.

**Major Duties and Responsibilities:**

- Develop strategies and plans to increase membership engagement at all levels of membership (e.g. new to emeritus)
- Oversee and manage awards program including assessment of need and creation of new awards as necessary; working with volunteer committees with responsibility for reviewing awards applications; coordinating participation in annual meeting with awards recipients
- Develops key metrics (dashboards) to measure progress and impact (ROI) of awards/grants/scholarships
- Work with membership services manager to oversee tracking of member involvement in programs and services including monitoring member satisfaction (soliciting feedback and suggestions)
- Work with staff on communicating member needs, services, and pertinent information for the website, newsletter, and other communication vehicles (social media)
- Manage call for volunteers, Board of Directors, and other micro-volunteering opportunities
- Work with staff to coordinate committee engagement around projects
- Work with executive director to ensure implementation of diversity and inclusion action plan
- Supports the Association’s exhibit program when exhibiting at other organization’s scientific meetings/events, including onsite representation at events

General Function	% Time Estimate
Admin/Acctg	5%
Annual Meeting/EB	10%
Awards	60%
Membership	20%
Web	5%
	100%

Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.

**Minimum Skills and Qualifications:**

- Bachelor’s degree or equivalent combination of college courses and work experience
- Four to six years of related experience, non-profit or association/membership experience preferred
- Expert oral, verbal and written communication skills
- Excellent proofreading skills
- Strong interpersonal skills
- Ability to meet deadlines
- Experience using MS Office Suite and Assn. Mgmt. Systems (AMS)

For more information, please visit: [www.anatomy.org](http://www.anatomy.org)