

ANAC Membership Manager Full-time Position

The Association of Nurses in AIDS Care (ANAC) seeks an experienced person that will support and expand services, outreach and communications to ANAC members and prospective members, support chapter development and operations, and provide support to related national ANAC committees.

This is a full-time position that will report directly to the Executive Director.

Job duties

Duties will include:

- Providing excellent customer service to ANAC members, prospective members and chapters
- Serving as the daily point person for membership and chapter inquiries and communications
- Developing and implementing a proactive chapter support strategy to strengthen existing chapters and facilitate the establishment of new chapters in the US and in targeted international sites
- Implementing and enhancing a value-based membership engagement strategy to increase visibility and satisfaction for members and prospective members
- Promoting membership growth through creative implementation of targeted and innovative strategies for US-based and global nurses and other healthcare team members
- Managing the membership database, including renewal processes and communications
- Managing membership benefits plans through regular review, evaluation and updates
- Collaborating with communications/marketing team to enhance member, chapter and other stakeholder communications
- Providing staff support to chapters committee, diversity committee and other related committees as assigned by working remotely with nursing leaders, who are committee chairs
- Managing the on-going recruitment of committee volunteers and on-boarding of those selected
- Developing and implementing proactive strategies to enhance committee function and engagement
- Collaborating with ANAC administration and nominating committee to support annual national elections
- Facilitating and coordinating committee and chapter activities at ANAC annual conference
- Occasional travel to ANAC chapters and other meetings as required (>10%)

Qualifications and desired skills

- Independent self-starter with organizational and analytical skills
- Proactive, can-do attitude and entrepreneurial spirit; follows through with job duties
- Strong oral, written and social media communication and interpersonal skills

- Ability to support experienced and novice committee chairs from varied nursing and related health and academic backgrounds
- Knowledge and experience in aspects of association membership or other nonprofit membership organizations
- Commitment to nursing, public health, human rights and global community

Education and experience

- Bachelor's degree required
- Minimum five years' experience in membership services, marketing/communications and/or related fields
- Strong project management and analytical skills with demonstrated ability to set priorities and meet competing deadlines
- Proficient in social media marketing, MS Word, Excel, Power Point, Outlook and membership management platforms

Please send cover letter and CV/resume to Erin Myers (erin@anacnet.org). No phone calls please.

Salary is competitive with a generous benefits package. The membership manager may work remotely from home (in the US) or at the ANAC office in Washington, DC or Philadelphia. There is no relocation or moving stipend provided.

The Association of Nurses in AIDS Care (ANAC) was founded in 1987 as the professional organization for HIV/AIDS nurses with the mission to promote the professional development of nurses and others involved in the delivery of health care to persons living with HIV and its co-morbidities and to promote the health and welfare of people living with HIV globally. With over 2,000 members and 40 local chapters, the majority of members are in the US, but there is a growing contingent of global members. ANAC members work in a variety of clinical, research and academic settings including hospitals, universities, Ryan White funded HIV clinics, STD clinics, state and local Health Departments, other government agencies and community based organizations.