

Membership Engagement Specialist/Coordinator

The American Society of Human Genetics (ASHG) seeks a **Membership Engagement Specialist/Coordinator** to help the Society strengthen its role as the premier membership society in genetics and genomics research, creating engagement opportunities for members; developing and managing strategies that deliver value to members; and overall member stewardship. This position will assist with all areas of member relations and engagement, including planning events at ASHG's annual meeting, development of year-round membership activity such as local or online engagement, and periodic committee meetings. This position will work collaboratively with all areas of the association including meetings, marketing and communications, advocacy, IT, and career development. The position will Report to and work closely with the Sr. Director of Membership and Career Development.

About ASHG

ASHG is a dynamic professional community of human genetics researchers, clinicians and other specialists who work at the leading edge of discovery, generating new genetic knowledge and translating it rapidly to improve human health and well-being. A non-profit founded in 1948, ASHG has thousands of members worldwide; hosts more than 8,000 attendees annually at the world's largest genetics and genomics meeting; publishes one of the field's most respected journals; and undertakes a growing array of public outreach, education, policy and advocacy programs throughout the year. ASHG is a dynamic and healthy organization with 23 staff, an annual budget of approximately \$7 million, and substantial reserves.

Primary responsibilities

- Oversight of membership renewal processing and retention efforts, in close collaboration with marketing and communications staff and Senior Director of Membership and Career Development.
- Review data trends/analytics related to membership gains, retention, and engagement.
- Oversee member engagement activities at ASHG's annual meeting, and staff the exhibit booth.
- Responsible for all logistical aspects of ASHG's awards nomination process.
- Administrative support for the work of volunteer committees including the Awards Committee and Membership Engagement Committee.
- Assist in the development of activities to increase member engagement opportunities and member benefits.
- Assist with the creation and analysis of membership reports and presentations for ASHG sr. staff and leadership.

Qualifications

- Bachelor's degree required.
- 2-4 years of professional experience in membership, member engagement, leadership support, or committee support, preferably in a nonprofit and/or association environment. Scientific society experience a plus.
- Knowledge of in Association Management Systems; proficiency a plus, particularly experience with Salesforce/Fonteva.

- Excellent written, oral and interpersonal communications skills; comfortable reaching out to and interacting with others.
- Strong organizational and project management skills. Attention to detail.
- Sound professional judgment and discretion.
- Team-orientation and a desire to work collaboratively to accomplish organizational goals.
- Enthusiastic, able to prioritize multiple project, and thrive in a fast-paced environment.

ASHG offices are located near White Flint Metro in new office space with free parking, onsite fitness facility, and dining options. We offer a work environment with a great mission, collegial team, and professional trust and respect. We also offer a competitive salary and excellent benefits, including flexible schedules and a telework policy; a generous 403(b) pension plan; and excellent vacation, medical and dental plans. ASHG is an Equal Opportunity Employer.

To apply, please submit resume and cover letter with salary requirements to: kventura@ashg.org.

For more information, please visit: <https://www.ashg.org/about/opportunities.shtml>