

Manager, Membership and Partnership Engagement

LEVEL: Manager

REPORTS TO: Director, Membership and Partnership Engagement

SALARY: Salary is negotiable depending on experience

LOCATION: Medicaid Health Plans of America (MHPA), Washington, D.C.

JOB PURPOSE: Medicaid Health Plans of America (MHPA) is seeking a full-time Manager, Membership and Partnership Engagement. This position reports directly to the Director, Membership and Partnership Engagement. We are seeking a detail oriented, positive professional who has the ability to multi-task. This position will have elements of sales, data management, marketing, and meeting execution.

JOB DESCRIPTION

- Manage the dues renewal process for all MHPA Partners.
- Keep abreast of trends, innovations, and best practices in membership strategies and introduce creative ways to attract and engage members with very diverse needs.
- Work with MHPA staff to develop and implement the annual plan for membership recruitment, retention and engagement, a review of benefits including affinity group opportunities, and potential new markets.
- Work with colleagues to develop and disseminate member marketing materials (print and digital).
- Prepare board reports and updates and prepare data for the annual report and other relevant publications.
- Track/analyze and report membership metrics to pertinent MHPA staff on a regular basis.
- Develop and implement MHPA webinars using Zoom Webinars.
- Manage MHPA's AMS (Novi) by maintaining current data and inputting new MHPA Members and Partners.
- Assist with the planning and implementation of MHPA's Annual Meeting with regards to sponsorship, exhibition, and communications.
- Work with MHPA's Finance Manager to ensure payment is received for all outgoing invoices.
- Develop and document procedures/create SOPs for above.

KEY ATTRIBUTES

- Demonstrated record of achievement in recruiting and retaining members and managing volunteers for a professional organization.
- Experience with Association Management Systems (AMS), preference for experience with Novi AMS.
- Experience working with communications platforms, preference for experience with Constant Contact.
- Excellent oral and written communication skills, including ability to interact effectively and cordially with people on the phone and in person.
- Ability to write succinctly and persuasively.
- Demonstrated ability to effectively plan, organize, and manage complex projects with limited supervision.
- Strong commitment to the mission, goals, and strategic plan of MHPA.
- Experience in association meetings including sponsorship sales/implementation, registration duties, and marketing.

ESSENTIAL QUALIFICATIONS: 3+ years membership/sales experience required preferably in a medical non-profit association. Bachelor's degree is preferred.

COMPENSATION: Salary is commensurate with experience and is competitive. MHPA also offers excellent benefits, including insurance coverage (health, STD/LTD, AD&D, Life), a 401k retirement plan, flexible schedules and vacation and medical leave benefits.

TO APPLY: Please send a cover letter and resume to pcorr@mhpa.org. Open until November 30, 2021.