

Job title	<i>Membership Director, AMHP Board</i>
Reports to	<i>AMHP Board</i>

Position Purpose

Membership Director is expected to lead AMHP's member relations' efforts, including planning for and implementing activities and services that provide value to members and promote membership retention and growth.

Duties and Responsibilities

The Membership Director will perform duties, such as, but not limited to (including any other duties and responsibilities outlined in AMHP's bylaws):

Membership Development

- Oversee all aspects of developing, strengthening, and maintaining the membership network throughout the country, including developing long and short term membership development benchmarks and budgets
- Strategically planning for and undertaking marketing activities including social media campaigns and use of website content
- Leading AMHP's member relations efforts and ensuring program evaluation and development
- Ensure a culture of service to members is preserved and promoted
- Respond to inquiries from current and prospective members and track results
- Plan and manage membership events in coordination with other staff, including workshops, networking events and webinars
- Maintain AMHP's membership database as well as member content on website
- Establish and maintain relations with other nationwide organizations, professional membership associations, and appropriate nonprofit networks

Time Commitment

- This position will require approximately 12-15 hours per month.
- Attend all Board meetings on a monthly basis, or as required. Board members are expected to attend at least 75% of all regularly scheduled meetings.

Qualifications

- A minimum of a Bachelor degree with experience in leadership and fundraising positions. Leadership and fundraising experience in a non-profit organization is an asset.
- Demonstrated and recent experience creating and executing successful marketing campaign plans and tactics, especially membership acquisition and retention campaigns
- Experience in using direct knowledge of social media to create and execute social media campaigns in areas of member recruitment and retention