

Membership Manager, Northeast Business Group on Health

Location: Downtown Manhattan

Hours: 40 hours per week (full time or nearly full time)

Compensation: \$45,000+ annually, depending on experience; eligible for bonus

Reports to: Chief Operating Officer

Northeast Business Group on Health, a nonprofit 501(c)3 organization, is one of the nation's most active and influential healthcare-focused business coalitions, with nearly 200 members – employer organizations, health plans, healthcare providers, consultants, pharmaceutical companies and other stakeholders. The coalition's mission is to empower our members to drive excellence in health and achieve the highest value in healthcare delivery and the consumer experience.

The role of Membership Manager is an opportunity to contribute significant value to a small but influential healthcare-related nonprofit organization by growing, retaining and managing membership. We're at a pivotal point in our growth, and you will be part of a dedicated staff of professionals who work in a team-oriented, friendly environment.

The requirements:

- **Success in membership sales and development – preferably for a nonprofit;**
- **Demonstrated proficiency in Salesforce and/or other CRMs, WordPress, and Microsoft Office;**
- **Excellent oral/phone and written communication skills;**
- **Superior project management skills and follow-through ability;**
- **Ability to multi-task and have flexibility to meet short deadlines;**
- **Maturity, persistence, enthusiasm, and integrity;**
- **Healthcare experience and/or knowledge – familiarity with the language and the stakeholders.**

Responsibilities include:

- Manage annual membership dues cycle – ensure that membership communications, invoices, follow up and tracking of all dues-related activities is conducted on a timely basis. The dues cycle begins in August for the following year.
- Manage a list of prospective members and develop touch points to move them along in the membership cycle – secure new members!
- Serve as Salesforce System Administrator and develop and maintain all member data and reports.
- Develop member retention and recruitment ideas, programs and communications.
- Coordinate membership retention and procurement efforts and activities with New Jersey and Massachusetts teams.
- Coordinate agenda development and follow-up for Membership Committee – act as “staff lead” for this committee to generate new initiatives designed to attract and retain members.

Send resume and writing sample to: csherman@nebgh.org