

Join an exciting, engaging company that provides a high level of professional and personalized service to our clients which allows them to achieve their goals. Our team provides a highly responsive environment, with high expectations for meeting both strategic and operational tasks of our clients including association communications, membership and committee support, website and social media management, marketing and project support, support of meetings, and other general administration. At GMP you will experience a fun, team-focused work environment while utilizing and growing your skills and talents. We also offer a flexible work environment where you can work at home or in the office.

The Communications and Membership Manager plays a critical role in planning and executing communications, as well as providing membership and administrative support to their assigned client and team. They are responsible for developing communication strategies, fostering member engagement, website administration, collaborating with committees, and executing public relations activities in alignment with the Organization's mission and objectives.

Key Responsibilities

Communications Management:

- Develop and execute comprehensive marketing and communication plans to promote the Organization's events, services, and resources to members.
- Serve as the primary content provider, project manager, and point of contact for the internal and external marketing and communications efforts, ensuring the messaging is branded, accurate, informative, and evocative.
- Collaborate with internal team and external resources to create content, including timely website updates, newsletters, social media posts, and promotional materials.
- Manage the Organization's website, social media presence across multiple platforms, and sharing of relevant communication.
- Ensure content is dynamic and constantly updated, staying ahead of new trends and media platforms.
- Create and implement marketing launch plans for membership, Annual Meeting, webinars, virtual education, services, and initiatives.
- Analyze marketing data and metrics to measure the effectiveness of campaigns and make data-driven adjustments as needed.
- Oversee the production of promotional materials, including meeting brochures/communications, newsletters, emails, and social media posts.
- Cultivate relationships with media outlets and industry publications to showcase the Organization's programs, initiatives, and achievements.
- Prepare and distribute press releases and position statements as needed.
- Serve as lead staff for client association management system(s) and identified committees.

Membership Responsibilities

- Maintain membership directory and maintain/update membership data on websites and databases, including dues, status, and profiles.
- Collaborate with the Organization's members and assist with inquiries and questions.
- Manage the membership process, including application and dues/payment processing, invoicing, and renewals.
- Support member recruitment and retention efforts.
- Analyze membership data and metrics to evaluate the effectiveness of campaigns and make data-driven adjustments as needed.

Administrative Responsibilities

- Manage correspondence (mail, email, and listserv) and phone lines, responding in a timely and professional manner.
- Maintain a filing system for easy document, record, and report retrieval.
- Assist with meeting and conference call coordination, including agenda preparation and meeting minutes transcription.
- Prepare and circulate invitations and agendas for meetings and events; manage attendance.

- Review operating practices and recommend improvements as needed.
- Perform other duties or projects as assigned.

Minimum Knowledge, Skills, and Abilities

- Associate's degree in Marketing, Communications, Business, Public Relations, Journalism, or related field.
- Minimum of 5 years of demonstrated experience in marketing, membership management, communications, or related field.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent communication skills, both written and verbal, with the ability to adapt communication style to fit the situation and diverse audiences.
- Organizational and time management skills, with the ability to plan and coordinate work independently, balancing multiple work demands in a fast-paced environment.
- Exceptional interpersonal skills with the ability to develop strong relationships that instill trust and confidence.
- Strong attention to detail.
- Able to lead multiple projects, set priorities, schedule staff assignments, and manage multiple deadlines.
- Ability to collaborate effectively with internal and external teams.
- Strategic thinking paired with tactical execution abilities.
- Adaptability to changing priorities and environments.
- Capability to anticipate, develop, write, and implement operational policies and practices.
- Must be able to travel nationally and internationally.

Preferred Knowledge, Skills, and Abilities

- Experience working with associations or societies preferred.
- Bachelor's degree in Marketing, Communications, Business, Public Relations, Journalism, or related field.
- Familiarity with HTML coding or coding processes.

Physical Requirements:

- Primarily sedentary work, occasionally exerting up to 20 lbs. of force.
- Primarily working while sitting, with occasional walking, stooping, crouching, and kneeling; frequent typing, talking-speaking clearly, hearing-conversation, and seeing-nearby.
- Ability to occasionally assist in client meetings and events.
- Must be able to travel nationally and internationally (1-4 times per year).
- Must be able to stand and walk for long periods of time (minimum of 8 hours) for 2-5 days.

Work/Environment:

- Moderate noise level consistent with an office environment.
- Interaction with a variety of people, planning activities, and making judgments in emergency situations.
- Delegating tasks while holding oneself and others accountable for meeting deadlines and finishing work.
- Frequent changes in duties and volume of work, requiring effective intra-organizational and client communication.

Apply Here: https://www.indeed.com/job/communications-and-membership-manager-0f6af6e65fabeb7f?_gl=1*h9ayo4*_gcl_au*NjExOTQwNTIzLjE3MDU1MjA4NjE