

MEMBERSHIP AND PROJECT ADMINISTRATOR

POSITION OVERVIEW

This position is pivotal in advancing IAFNS's mission by orchestrating and managing key administrative, operational, and strategic initiatives. The ideal candidate will excel at a range of tasks, including administrative, operational, and executive support, working independently and collaboratively. Key responsibilities include membership engagement projects, managing significant operational tasks, meeting planning, and acting as a liaison for stakeholder interactions. This role requires high-level project coordination, exceptional membership service, and professionalism. Candidates should have superior communication skills, attention to detail, and the ability to effectively manage complex processes and relationships.

This hybrid role requires the candidate to be based in the Washington, DC area, with a regular presence in the DC office at least one day a week.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and execute membership engagement strategies to enhance member experience and retention.
- Act as a primary point of contact between the executive director, board, and key stakeholders, fostering effective communication and collaboration.
- Coordinate logistics for scientific committee meetings and conferences, ensuring seamless execution of in-person, hybrid, and virtual.
- Collaborate with scientific staff to develop and manage comprehensive meeting materials, ensuring they are tailored to various scientific and organizational contexts.
- Execute strategic projects in partnership with scientific staff, including managing calendars, preparing documents, and overseeing the membership database.
- Handle executive communications, including drafting, reviewing, and distributing important messages and documents.
- Administer key organizational documents such as financial statements, invoices, expense reports, and correspondence.
- Implement and oversee effective project management methodologies, simultaneously prioritizing and managing multiple projects to adhere to timelines and maintain quality standards.
- Negotiate and oversee conference and travel arrangements, maintaining vendor relationships.
- Example Key Initiatives
 - Board Engagement: Serve as a liaison between the Executive Director and the board, prepare quarterly packets, and manage meeting minutes.
 - Conference Management: Oversee all aspects of meeting management, from vendor coordination to material preparation and communications.
 - Membership Relations: Execute initiatives that strengthen relationships and engagement with members and stakeholders.

KNOWLEDGE, SKILLS, AND ABILITIES

- A Bachelor's degree or equivalent experience with at least 5-7 years in a role requiring executive-level membership-based support, preferably in a non-profit or trade association.
- Experienced in project management tasks and ensuring timely completion of diverse activities.
- Capable of conference planning and management, managing membership correspondence, calendar coordination, and vendor relationships.
- Fundamental knowledge of general accounting principles, with the ability to understand financial concepts related to invoicing and reconciliations.
- Proficient in using MS Office tools and developing processes.
- Adaptable with a positive attitude toward evolving responsibilities.

CORE COMPETENCIES

- Proactive and solution-driven, demonstrating integrity, trustworthiness, and a strong work ethic.
- Excellent at building and maintaining effective relationships, with strong communication skills, both written and oral.
- Exceptional in interpersonal, project, and time management skills, adept in customer service and organizational tasks.
- Proven ability to work efficiently in a hybrid environment and collaborate effectively within a diverse team.
- Independent in executing processes and making significant contributions to team efforts, with a high level of discernment and respect for stakeholders, particularly expert scientists volunteering their time.

HOW TO APPLY

- Please submit a cover letter and your resume to iafnscareers@iafns.org.

IAFNS is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to characteristics protected by law. Direct applications only; third-party agency submissions will not be considered. Applicants must be legally authorized to work in the United States without sponsorship.