

# Membership and Communications Director

## Ohio Foot and Ankle Medical Association | Columbus, Ohio

The Ohio Foot and Ankle Medical Association, a 501(c)(6) professional medical society that is dedicated to serving and protecting the public's foot health and protecting, promoting, and advancing the professional practice of podiatric medicine and surgery through regulatory and legislative channels in Ohio.

OHFAMA works with a related 501(c)(3) organization, the Ohio Foot and Ankle Medical Foundation, to advance the art and science of podiatric medicine by providing the highest quality of didactic and clinical learning experiences to podiatric physicians and surgeons.

### **Position Summary**

Primarily responsible is to provide support to the OHFAMA membership program and communication needs. The position will assist with managing and enhancing membership recruitment, engagement, and retention efforts to advance the mission of the association. The position will assist in the creation and distribution of membership communications via email and a printed quarterly newsletter. The director will assist with the development, coordination, and implementation of key projects.

This position requires a strong member focus, attention to detail, reliability, and ability to work independently with limited supervision.

### **Responsibilities**

#### **Membership**

- Coordinates membership activities, including organizing efforts to attract and retain members
- Processes membership applications and membership renewals
- Corresponds with new and renewed members
- Assists with drafting and sending member communications
- Maintains membership rosters and generates membership reports
- Assists with other membership functions as necessary

#### **Marketing and Communications**

- Assists in developing and executing marketing plans to promote members services, events
- Manages the association listserv, a tool that facilitates member-to-member communications
- Drafts and sends member communications including newsletters, emails, and online publications
- Maintains, creates, and publishes content on the association website
- Assists with developing and maintaining the association's presence on social media platforms
- Participates in editing and proofing processes
- Manage the quarterly OHFAMA Journal:
  - Serve as the key contact and editor for the OHFAMA quarterly publication
  - Coordinate with affiliates for article and content submission
  - Oversee advertisement management
  - Develop journal layout and possibility to design future publications

#### **Meeting Planning**

- Assists with preparation for meetings, events, and conferences
- Provides online registration support to members and non-members
- Attend and assist with execution of association and foundation board meetings, events and seminars

### **Required Knowledge, Skills, and Abilities**

- Excellent communication skills in both written and verbal form
- Strong knowledge of computer operations (Microsoft Office, Excel), office practices and procedures
- Familiarity with Association Management Systems
- Ability to:
  - Interpret a variety of instructions in written, oral, or schedule form
  - Deal with problems involving several variables within familiar context
  - Define problems, collect data, establish facts, and draw valid conclusions
  - Recognize, implement, and build upon established best practices
  - Complete routine forms, prepare routine correspondence, prepare accurate documentation
  - Proofread technical materials, recognize errors, and make corrections
  - Respond to routine inquiries from members, public and/or officials
  - Anticipate project needs as well as team needs and pitch in at any level
  - Communicate effectively; understand a variety of written and/or verbal communications
  - Gather, collate, and classify information
  - Maintain records according to established procedures
  - Answer routine telephone inquiries
  - Develop and maintain effective working relationships

### **Qualifications**

- Bachelor's Degree or equivalent years of experience required
- At least two years' related experience and/or training

### **Why You Should Apply**

- Competitive salary
- Health insurance, life insurance and retirement program with employer match
- Professional development opportunities including professional association membership and continuing education opportunities
- High-functioning and dynamic board of trustees

### **To Apply:**

To apply, please send a resume, cover letter, and three work references with email address and phone numbers to [lridolfo@ohfama.org](mailto:lridolfo@ohfama.org)

OHFAMA is an equal opportunity employer.