

Call for Events and Membership Manager

Organizational overview

The Society of Family Planning (SFP) and the SFP Research Fund (SFPRF) strive for just and equitable abortion and contraception, which is informed by science. We aim to achieve our vision by being the source for science on abortion and contraception and supporting research regarding abortion and contraception. Our accomplishments include building a community of members of nearly 800 scholars and partners, supporting the production of 18 well-regarded clinical practice guidelines, and co-convening the premier scientific conference on family planning, which is attended by approximately 1,500 people. Also, we are one of the few organizations committed to funding research on abortion and contraception, and in 2017, we awarded over \$3,000,000 in research grants.

Role description

Overview

We seek an experienced and dedicated professional to manage the annual events and membership of an evolving and growing organization. This is also a remote position and open to candidates living in the US that are within one hour of a major airport. It is anticipated that the person in this position will travel approximately 25% of the time. This position reports to the Executive Director, who is located in Denver.

Specific responsibilities

Responsibilities include, but are not limited to, the following:

1) Manage annual events— 40%

- Manage all aspects of our annual scientific meeting and other events throughout the year, including:
 - Creating and implementing project plans to ensure meeting success,
 - Identifying and working with event sites,
 - Preparing and overseeing event budgets and subcontracts,
 - Recruiting and/or supporting exhibitors,
 - Overseeing the development of programs and agendas,
 - Collaborating with a Communications Consultant to develop event-related materials,
 - Drafting and disseminating communications about the event,
 - Training and supporting event volunteers,
 - Overseeing all event logistics (e.g., food, security, and IT), and
 - Providing onsite events management.
- Work with our Evaluation Manager to identify event successes and areas for improvement; create a plan to respond to evaluation learnings in future events

2) Manage membership— 40%

- Recruit a multidisciplinary community of established and emerging scholars to advance research on abortion and contraception

- Build relationships with scholars and partners (including advocates, lawyers, and others) working on abortion and contraception; connect scholars and partners with one another
- Implement a plan for supporting underrepresented scholars to join SFP and participate in our programs
- Manage and enhance benefits provided to members
- Improve membership growth and retention
- Identify and implement supports for scholars to advance their clinical and research careers
- Establish connections to other academic societies and identify liaison opportunities for our members
- Table at academic conferences
- Work with the Evaluation Manager to track who our members are, how they perceive benefits of membership, and what we could be doing better to support their career development and work

3) Supervisory responsibilities — 20%

- Supervise Events and Membership Assistant

Qualifications

- Strong track record of building relationships with scholars, advocates, lawyers and others working on abortion and contraception
- Five or more years of experience with implementing and supervising events
- Experience with academic associations preferred, but not required
- Exemplary interpersonal, verbal, and written communication skills
- Highly developed judgment, decision-making, and problem recognition and resolution skills
- High level of computer literacy, including confidence using Google Apps, Dropbox, Skype, Word, Excel and Adobe PDF software tools
- Flexibility and ability to nimbly adapt to emergent evaluation learnings or organizational priorities
- Ability to work independently and with remote teams; must live within an hour of a major airport
- Willingness to pitch in as needed as we are a small nonprofit and everyone contributes
- Commitment to SFP’s vision, mission, and programs

Salary and benefits

The range for the position of the Events and Membership Manager is \$70,000-\$85,000 at full time, depending on qualifications and experience. The Events and Membership Manager is eligible for a comprehensive benefits package.

Application process

Interested candidates should submit a resume and cover letter. Instead of the traditional cover letter, we ask candidates to answer three key questions in their cover letter: 1) If you were to be hired, what could we count on you for without fail, 2) What is one of the strategies you would propose to implement to attract new members to SFP, and 3) What would be one of your priorities when managing our annual scientific meeting? Cover letters should be no more than one page. Application materials should be submitted by email to adennis@societyfp.org with the header “SFP Events and Membership Manager” by August 03, 2018. Applicants are encouraged to submit applications as early as possible. No phone calls please.