

Position title	Department	Reports to
Membership Manager	Marketing, Communications and Membership	Sr Director, Marketing, Communications and Membership
Employment status	FLSA status	Effective date
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	August 1, 2025

Position Summary

The Membership Manager is a key role in growing ASBMB membership and shaping the value of membership to molecular life scientists. This is an important role that drives activities to build a broad scientific community at an exciting time of new strategic direction. The Membership Manager supervises the Membership Specialist and works closely with the marketing team and other ASBMB team members.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- ✎ In collaboration with Sr. Director of Marketing, Communications and Membership, develops strategies to grow and retain membership.
- ✎ In collaboration with marketing team, develops membership recruitment, retention, renewal and reengagement campaigns.
- ✎ Leads implementation of new initiatives (such as special interest groups or chapters) and serves as primary liaison to special interest groups like the Lipid Research Division.
- ✎ Maintains membership database, stays up to date on database best practices, and tracks and reports membership trends and statistics to inform strategy.
- ✎ Manages the execution of yearly membership programs including the Fellows program and annual meeting events.
- ✎ Assists with management of Membership Committee including assisting with organizing virtual and in-person committee meetings.
- ✎ Serves as expert on key membership segments.
- ✎ Proposes, develops and executes new membership engagement strategies.
- ✎ Ensures that membership inquiries are handled accurately and in a timely manner.
- ✎ Other duties as assigned.

Minimum Qualifications (Knowledge, Skills and Abilities)

- ✎ Bachelor's degree required; relevant areas preferred such as business, marketing or hospitality.
- ✎ 5+ years of experience in association management; scientific association preferred.
- ✎ Superior verbal and written communication skills, including concise and effective business writing and high-quality proofreading and editing.
- ✎ Excellent project management skills, including the ability to create plans of action for projects and to follow through to accomplish project tasks.
- ✎ Self-starter who can manage multiple priorities in a fast-paced environment.
- ✎ Ability to work in a collaborative environment with internal and external colleagues and contacts.
- ✎ Strong organizational skills, attention to detail alongside big-picture perspective and goals.
- ✎ Experience with Association Management Software (iMIS) preferred.
- ✎ Ability to assess, understand and apply knowledge of audience needs and behaviors.
- ✎ Familiarity with marketing principles.
- ✎ Periodic travel required.

☞ Infrequent weekend or evening work may be required.

Physical Demands and Work Environment

Must be able to lift at least 20 lbs. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.