



The American Society for Pharmacology and Experimental Therapeutics

Position Title:	Membership Coordinator
Status:	Full-time (37.5 hours/week), Non-exempt
Date:	May 2025
Reports to:	Director of Membership
Salary Range:	\$60,000 to \$70,000/annually
Location:	Hybrid; Mandatory one day in the office on Wednesdays; ASPET is a registered employer in Maryland, D.C., and Virginia only.

The American Society for Pharmacology and Experimental Therapeutics (ASPET) seeks an experienced professional to serve as their Membership Coordinator.

ASPET is a 4,000-member scientific society whose members conduct basic and clinical pharmacological research and work in academia, government, industry, and non-profit organizations. ASPET members conduct research leading to the development of new medicines and therapeutic agents to fight existing and emerging diseases.

ASPET's mission is to be the professional home for educators, students, researchers, healthcare practitioners, and others, working to advance pharmacological sciences and increase the impact and influence of this scientific discipline.

Primary Function: We are seeking a detail-oriented and proactive Membership Coordinator to join our team. The ideal candidate will be responsible for managing membership applications, processing payments, maintaining member profiles, and providing exceptional support to our members. This role requires excellent communication skills, strong organizational abilities, and a commitment to delivering high-quality service.

Major Duties and Responsibilities:

Membership Management

- Monitor and respond to the Membership email inbox, including troubleshooting and resolving member issues as needed.
- Oversee the membership application process, ensuring accurate data entry and timely communication with potential members.
- Assist in the onboarding process of new members, ensuring they have access to necessary resources and support.
- Create and email welcome letters, membership cards, and certificates.
- Support the development and implementation of member outreach programs to increase retention and engagement.
- Run database queries to find missing/inaccurate member information and update profiles accordingly.

- Contact students and undergraduate members who have graduated to ensure accurate information and correct member type.
- Support the Director of Education in managing the Summer Undergraduate Research Fellow (SURF) student application process.
- Prepare and distribute certificates and member acknowledgments (e.g., Emeritus, anniversaries, birthdays).
- Assist with dues payments (via check, credit card, or wire transfer) and post batches in our database (Clear Vantage). Update and develop department Standard Operating Procedures (SOPs) as needed.

Administrative Tasks

- Set up and process chapter registrations.
- Monitor website periodically for broken links and needed updates.
- Coordinate with vendors to set up and manage the ASPET election.
- Assist with the management of the ASPET Call for Volunteers and Call for Council nominations process.
- Monitor the volunteer inbox and forward emails to appropriate chairs and staff liaisons.
- Attend and work at the annual meeting, pack products, flyers, and office supplies for shipping.
- Maintain product inventory and fulfill online product orders.
- Update Editorial Board Member records in Clear Vantage by extending current terms, removing expired members, and adding new ones.

Office Administration

- Answer main line phone calls and respond or forward voice messages.
- Other duties as assigned.

Skills and Qualifications:

- Excellent communication and interpersonal skills.
- Strong organizational and multitasking skills.
- Proficiency in using membership management software (Clear Vantage preferred)
- Ability to work independently and as part of a team.
- Attention to detail and accuracy.
- Up to 20% of travel is required, including the annual meeting.

Education and Experience:

- 3+ years of working in membership/customer retention, preferably in an association or nonprofit organization.
- Bachelor's degree preferred.

Benefits

This position offers a competitive salary with exceptional benefits that include a 403(b) retirement plan; paid time off; medical, dental, and vision insurance plans; flexible spending account; life and short- and long-term disability insurance. ASPET is a hybrid working environment requiring one (1) day in the office on Wednesdays and four (4) days of telecommuting. You may be required to come in more frequently when requested.

Location

This position is located in Rockville, Maryland and is walking distance to a Metro station and is on a major bus route.

Go to next page on how to apply.

To Apply: To apply, visit <http://www.faseb.org/employment>. Please send a cover letter, resume, and salary requirements. **To be considered, you must submit a cover letter. Please indicate if you are willing to relocate if you are not in DC, Maryland, or Virginia.**

To learn more about ASPET, please visit www.aspet.org

ASPET is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.